

# operational announcement

## PROVISIONING UPDATE

# Duct Access Cancellation Process

### Purpose

The purpose of this notice is to advise customers, Telstra Wholesale has developed a streamline Duct Access Cancellation Process to manage cancellation requests initiated by Carriers and for which the Carrier undertakes all infrastructure removal work themselves.

A Duct Access Cancellation request will result in the termination of the licence to Telstra subduct.

### Duct Access Cancellation Process Overview

To initiate Duct Access cancellation, customers are to lodge Duct Access cancellation requests in writing by completing the new Ducts Access Cancellation Request form and e-mailing or faxing the form to Wholesale Product Delivery (WPD). The WPD Facilities Access team *mailbox is: [FacilitiesAccessDuctGroup@team.telstra.com](mailto:FacilitiesAccessDuctGroup@team.telstra.com)*. The Duct Access Cancellation Request form is attached below.

Data to be provided on the Duct Access Cancellation Request form includes:

- Execution Date of Facilities Access Agreement or equivalent
- Customer's Reference Number for Cancellation Request
- Customer's Nominated Contact Point for technical enquiries
- Customer's Initial Point of Contact where Telstra can request additional information
- Destinations between which Facilities Access is Cancelled
- A plan of the Duct route being Cancelled or sections of, showing any intermediate points
- Duct Length between the Destinations being Cancelled
- Underground Equipment the Customer has Cancelled and will remove
- Special Requirements/Comments
- Timeframe for removal of Customer Underground Equipment
- Customer's Telstra Approved Contractor/s undertaking Carriers equipment removal

The Duct Access Cancellation Request form also provides customers with a Cancellation Checklist. When a customer terminates a licence to Telstra subducts, the customer is required to:

- Remove all cable from the sections of leased Telstra subduct and/or tunnel.
- Remove in a manner as not to disturb/damage existing networks.
- Remove all loops, splices and identification tags from the cancelled sections.
- Remove all identification tapes from the leased subduct.
- Remove all sections of subduct entering the other Carrier's conduits. Telstra's subducts are left in situ.

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- Reseal all redundant breakout points once cable and/or subducts have been removed to prevent gases or liquids transferring between conduit networks. The breakout conduit should be re-labeled to indicate that the conduit is owned by the cancelling Carrier.
- Provide drawings to Telstra of the locations of cancelled plant.

When the customer has completed cancellation work they are to advise WPD via e-mail using the new Duct Cancellation Compliance Advice form confirming that cancellation has been completed as per the Cancellation Checklist. Telstra will perform a Compliance Inspection of the cancelled Duct Access. new Duct Cancellation Compliance Advice form is attached below.

**Attachments****Duct Access Compliance Advice Form**

[http://telstrawholesale.com/products/docs/fixed\\_facilities\\_duct\\_compliance.doc](http://telstrawholesale.com/products/docs/fixed_facilities_duct_compliance.doc)

**Duct Access Cancellation Request**

[http://telstrawholesale.com/products/docs/fixed\\_facilities\\_duct\\_cancellation\\_request.doc](http://telstrawholesale.com/products/docs/fixed_facilities_duct_cancellation_request.doc)

**For further information**

Should you require further information, please refer to the Telstra Wholesale webpage

[http://telstrawholesale.com/products/fixed\\_interconnect\\_access.htm](http://telstrawholesale.com/products/fixed_interconnect_access.htm) under Duct Access or contact your Telstra Account Manager.