



Duct Access

Ordering and provisioning procedures

Ordering and provisioning procedures for Duct Access

This fact sheet provides a brief overview of the ordering and provisioning procedures for Telstra Duct Access. For existing Telstra Wholesale customers full details are contained in your Facilities Access or Customer Relationship Agreement.

This fact sheet is in two parts.

- the first for a duct route of less than 2 km;
- the second for duct routes of more than 2 km to a maximum of 25 km.

A: Duct route less than 2 km

There are five main steps involved in gaining access to the Telstra duct network:

1. Detailed Study
2. Design and Construction Proposal and Order
3. Construction
4. Joint Completion Inspection
5. As Built Drawings submission

1. Detailed Study

The detailed study is a desk top and field study of Telstra's duct network to determine if the requested access is technically feasible and if not, what readily identifiable reasonable alternatives may exist.

You will need to submit a Detailed Study Request Form (available from www.telstrawholesale.com) containing the following information:

- the location of the destinations between which access is sought, and your preferred route, if any, between those destinations and any other special requirements you might have
- the estimated duct length between the destinations
- details of the underground equipment you want to install, together with technical information concerning that equipment
- the term of access sought
- if one destination is in a Telstra equipment building, the precise location of the rack in which that end of the cable will terminate

- the date the applicable Facilities Access Agreement (or equivalent) you hold was executed
- a contact point for technical enquiries.

Following receipt of the duct study request, we will undertake a detailed study and provide a response that:

- includes duct plans for the most practical route (plans of a standard suitable for use as supporting drawings in a design and construction proposal)
- indicates whether the access requested appears technically feasible and if not, whether any reasonable alternative access may be technically feasible
- where access is technically feasible, allocation of ducts in/out of each manhole
- recommends manhole break out points including directions
- includes details for the Telstra nominated contact point for further technical enquiries.

The timeframe for completion of the detailed study is 20 business days. The results of the detailed study remain valid for 30 business days from the date we provide it to you.

2. Order and Design and Construction Proposal

When we've responded to your preliminary study request to say that duct access is available you then need to prepare and submit a design and construction proposal and order within the validity period of the detailed study response (30 business days). A template for submitting these documents is available from www.telstrawholesale.com.

The order is your legal request for facilities access to the Telstra duct network. Your design and construction proposal is a component of that order, and details the construction activities that you wish to undertake. In preparing a design and construction proposal, you must prepare a suitable drawing (in sufficient detail for Telstra to reasonably review the proposal) showing what duct access is being requested, including all necessary information relating to:

- sections of duct that are to be accessed
- the particular duct that is to be accessed in and out of each manhole
- locations where manhole breakouts will be installed
- locations where splices, loops or other equipment are to be installed.

The design and construction proposal should not vary from the detailed study unless a subsequent agreement has been reached with the Telstra nominated contact. The timeframe for assessing the order and design and construction proposal is 15 business days at which time we will let you know one of the following:

- acceptance of the order (the design and construction proposal is approved) OR

- acceptance of the order subject to certain conditions which must be met OR
- rejection of the order, after which you may resubmit an amended order and design and construction proposal).

Construction

Once we have accepted your order you may commence the construction activities detailed in the approved design and construction proposal subject to:

- ensuring that the construction activities are undertaken by a Telstra approved contractor (duct access). A list of approved contractors is available from www.telstrawholesale.com
- ensuring that the construction activities are undertaken in accordance with Telstra technical specifications and procedures and physical access procedures available from www.telstrawholesale.com
- ensuring that any conditions detailed in our acceptance of your order are met
- completing the construction activities within 30 business days. If for any reason the construction activities will take longer than 30 business days to complete, you must let us know of any delay and the expected timeframe in which they will be completed. Within two days of completing the construction activities, you must inform us so that a joint completion inspection can be arranged.

Joint Completion Inspection

To arrange the Joint Completion Inspection, you will need to complete the Joint Completion Inspection Request form which is available from www.telstrawholesale.com. Both parties will then arrange a joint inspection of the completed construction activities, to ensure they are consistent with the approved design and construction proposal and any relevant Telstra technical specifications and procedures. The joint completion inspection should be completed within 15 business days.

As Built Drawings

You will need to submit a hard-copy of your as-built duct plans (As Built Drawings) to Telstra within 15 business days after the successful completion of the joint completion inspection, so we can update our network records.

B: Duct route more than 2 km (but not more than 25 km)

There are six main steps involved in gaining access to the Telstra duct network:

1. Preliminary Study
2. Joint Field Inspection
3. Design and Construction Proposal and Order
4. Construction
5. Joint Completion Inspection
6. As Built Drawings submission

Preliminary Study

The preliminary study is a desk top study of available records and plans to determine if the requested access is technically feasible and if not, what readily identifiable reasonable alternatives may exist. It provides an indication of duct availability along your proposed route. A more accurate study can be undertaken by a joint field inspection, if you want to proceed with your application after receiving the results of the preliminary study.

You will need to submit a Preliminary Study Request Form (available from www.telstrawholesale.com) containing information similar to that provided for a detailed study request for duct access of less than 2 km. Following receipt of your Preliminary Study Request Form, we will undertake a desk top study and respond with the following information:

- a drawing of the most practical duct route
- whether the access requested appears technically feasible and if not, whether any reasonable alternative access may be technically feasible
- details of the Telstra nominated contact point for any further technical enquiries

The timeframe for completion of the preliminary study is 20 business days for duct access between 2-10 km and 25 business days for access between 10-25 km. Study requests for access of more than 25 km will not be accepted. The results of the preliminary study remain valid for 30 business days from the date when we respond to you.

Joint Field Inspection

Joint field inspections are undertaken for access to all duct routes of more than 2 km. These are done in a cooperative manner to minimise costs and to reach early agreement on what Telstra plant may be accessed by you. If you wish to proceed with your proposal, you will need to submit a Request for Joint Field Inspection Form (available from www.telstrawholesale.com) within the validity of the preliminary study request. This request will need to include written statement from you certifying that your representatives will be suitably qualified, experienced and fit to undertake the tasks involved. Both our representatives must share the work involved in lifting lids, entering manholes and discharging all occupational health and safety obligations. Agreement will need to be reached between us on the resourcing and timing of the joint field inspection (there is no specified timeframe for completion of the joint field inspection). During the joint field inspection, our representatives will jointly inspect the route and agree where desired access is technically feasible and record on both copies of the plan:

- sections of duct that may be accessed
- the particular duct allocated for each section
- locations that are suitable for manhole breakouts, where required
- manholes that are suitable for locating splices, loops or other equipment, where required.

The remaining *steps 3-6* (Design and Construction Proposal and Order; Construction; Joint Completion Inspection; and As Built Drawings submission) are the same as for steps 2-5 of Duct Access requests of less than 2km, except:

- As Built Drawings must be lodged within 20 business days following the joint completion inspection for routes of between 2-10 km and within 25 business days for routes of 10-25 km.