



open eir¹

Pole Access

Technical & Operational Manual

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Version Control

Version	Status	Update	Effective Date
1.0		Rebranding	06/10/2015
V2.0	Final	This document is based on V1.0 Implementation of Standardised Change Control.	19/06/2017

This document follows change control procedure:

Proposed is defined as a document status when the approved document is uploaded to Proposals Section of open eir Website.

Final is defined as a document status when the approved document is uploaded to the relevant section of the open eir Website following the publication period.

For information:

- Historical Document History Table located at end of Document.
- Publish means the action of uploading a document to the website regardless of status or location.
- **If there are changes to the document between 'Proposed' and 'Final', change control operates.**



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1. Introduction

This Technical & Operational Manual contains a set of technical and mandatory operational procedures to be followed by Operators when accessing or installing cable on specified open eir poles and aerial routes.

1.1 Scope

The scope of this document is limited to statements of technical and mandatory operational procedures to be followed by Operators when accessing or installing fibre cable on specified open eir poles and aerial routes.

Definitions:

Operators	All Operators signed up to ARO
Escorted Access	Procedure whereby open eir staff member escorts the Operator’s contractor to operate on open eir plant.
CoW	Clerk of Works, an open eir representative required for access to open eir infrastructure
PoC	Point of Contact – the open eir Product Manager
S/DRN	Survey/Design Reference Number
Fleeting	Where a fibre cable is required to be laid out so that the cable may be installed in 2 directions to reduce the need for splicing.
Interconnect Chamber	An operator owned chamber that is connected to the open eir network for ingress and egress purposes.
Shannon Crossing	An underground sub-duct to allow the continuous installation of aerial fibre where it is not feasible to run the cable overhead.

1.2 Standards

All equipment and plant deployed as part of the implementation of the service shall comply with the relevant national and international standards, as appropriate.

At least 6 months’ notice where possible will be given for any technical changes to these standards.

1.3 Cabling

The Operator will install their lightweight ADSS (All Dielectric Self Supporting) aerial fibre cable on the agreed open eir route and poles. All Operators cable will be labelled with the Operators name.

Further information in Appendix A.

2. Pole and aerial route environment

2.1 Physical Elements

The aerial route arrangement will consist of

- A route of open eir poles containing equipment to carry fibre cable
- Shannon Crossing / Underground ducts where necessary
- Nominated poles for splicing and Operator's furniture.

2.2 Splicing

Should an operator need to splice their fibre cable for technical reasons (eg. very long fibre run), then space on a pole may be required. open eir will assist the operator in choosing the location of this pole which can be used by the Operator to splice cables.

3. Access Arrangements for Maintenance

3.1 Planned Work

Usually Operators do not require an open eir CoW to work on open eir overhead infrastructure. Where an Operator requires a COW, open eir should be notified of work to be carried out and the details below should be sent by email to the open eir PoC.

When an Operator wishes to work on open eir infrastructure, open eir must be notified as per the IPM.

Planned work is defined as planned maintenance or installation.

Where an Operator requires a Clerk of Works the Operator shall notify open eir, at least one week in advance, of its intention to access open eir infrastructure by emailing open eir PoC with a Supervised Access Request Form containing the following details:

- Site Location Description
- S/D.R.N. Reference number
- Map highlighting pole access (in format .dgn or .dwg or .dxf)
- X-Y Co-ordinates (start, end locations)
- Description of the proposed work
- Method Statement including Health & Site Specific Safety Risk Assessment
- Accredited Contractor Name & Accreditation Reference
- Contact On Site
- Contractor Contact Number
- Proposed start/finish date & time
- Demonstrate compliance with SHWWA 2005, associated Regulations and any other applicable Health & Safety Legislation.
- Implement safe system of work during installation stage and ensuring the site is left in a safe condition afterwards

open eir will refer to the agreement in place and cross-reference the drawing received with the drawing office files and survey request

Following a review of all documentation, the following is a list of the possible outcomes:

- Reject Application - Information Incomplete
- Reject Application - Operator not licensed to access infrastructure at location(s)
- Accept Application - Subject to open eir access arrangements

Access Request Cancellation

The Operator shall give at least one day notice by email for a cancellation or change request for planned requests.

The Operator shall give one hour notice by phone and email for a cancel and change request for emergency access.

3.2 Emergency Work

Open eir is responsible for the maintenance and repair of all open eir infrastructure, including;

- Poles
- Cable hanging equipment if open eir supplied and fitted
- open eir Sub-Duct, where installed
- Pole Stays
- open eir owned copper and fibre cables

Operator is responsible for the maintenance and repair of their infrastructure including;

- Fibre cable including drop cables
- Splice points
- Cable hanging equipment if Operator supplied and fitted
- Pole furniture eg brackets for drop cables, splitters, etc
- Interconnect point

Major Fault

A Major Fault is a serious H&S issue which warrants escalation via the open eir Dangerous Plant process - one that is an immediate danger to the public, open eir staff and Operator staff. Broken pole/poles and fallen aerial cable are examples of major faults. Please see IPM for reporting major faults.

Minor Fault

A minor fault is one where there is no immediate danger to the public, open eir staff or Operator staff. Broken cable hanging equipment leaning pole, broken stay and fibre not secure are examples of minor faults

4. Health & Safety Documentation

4.1 Safety Statement

Provide up to date Safety Statement prior to commencement of works.

A copy of the Operator's Safety Statement must be sent to open eir Account Manager and copied to the Health and Safety unit healthandsafety@open.eir.ie in electronic format. Any amendments and updates to this Safety Statement must also be notified and circulated to open eir Account manager and copied to healthandsafety@open.eir.ie.

4.2 Site Specific Risk Assessment/Method Statement

Operators must prepare a Site specific risk assessment based on a written identification of the hazards, assessment of the risk and appropriate control measures. A task specific Method Statement may also be requested for high risk activities or specified site locations. Such documentation to be maintained on site for the duration of the works and a copy retained for a minimum 20 days after completion of the work.

4.3 Accreditation

Without exception, only open eir-accredited staff and approved contractors are permitted to work on the open eir Access Network (either on an escorted or non-escorted basis).

The Operator shall provide open eir with a list of its staff, (incl. contractors & subcontractors) who the Operator regards as qualified to work on open eir infrastructure. The Operator will provide details of the staff (a) experience, (b) training and (c) competency to open eir.

open eir will review this submission, and will make a determination on the staff in scope to be Accredited or Not Accredited.

It is the Operators responsibility to ensure that all staff members have the experience, training and competency to work in the open eir Access Network.

4.4 Traffic Management

The Operator shall comply with all current legislation in operation², as amended from time to time. Its contractors and sub-contractors shall be fully compliant with the legislation and hold all the relevant qualifications (e.g. Provision of trained Safe Pass Cardholders).

The Operator will provide open eir with a statement confirming that its contractors and sub-contractors comply with the legalisation and hold the relevant qualifications.

4.5 Accident or Dangerous Occurrence

When an accident or dangerous occurrence happens involving any aspect of the Operator work on or in the open eir network, the Operator must:

- Comply with all relevant H&S legislation and
- Notify the open eir representative who will in turn notify the open eir Health & Safety Unit ASAP and at least within 12 hours of the accident. (email: healthandsafety@open.eir.ie)
- If the accident results in hospitalisation or if an incident is of a serious nature the Operator must also telephone the open eir representative who will contact the Health & Safety Unit immediately on the helpline 1800 200 611.
- A detailed report on the accident or dangerous occurrence must be completed within one week (the report to include all relevant site safety documentation) and emailed open eir representative who will communicate it further to the open eir Health & Safety Unit (email: healthandsafety@open.eir.ie)

5. Plant Condition Reporting Process

5.1 Notification of Damaged /Defective Plant

The Operator must notify (written report) open eir of any damaged or defective plant that may be encountered during the course of any cabling operation or any task relating to such an operation.

² S.I. No. 423 of 2008 – Safety, Health and Welfare at Work (Construction)(Amendment) (NO. 2) Regulations 2008
19/06/17

Appendix A Fibre Standards

Fibre optic cable

Cable type:

ADSS (All-Dielectric Self-Supporting) cable

Weight:

No more than 100kgs per km.

Cable markings:

Operator name should be clearly identified on the cable



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