



Hang/Light Technician: Primary Quality Training Requirements

Date Training Began: _____

Name of Trainee: _____

Date Training Ended: _____

System/Location: _____

FIBER SPLICING

Trainee has successfully demonstrated the ability to strip, clean, cleave and splice fiber optic cable. Includes identification of proper cleave angles, fiber cleanliness, and splice artifacts that could lead to excessive attenuation.

Minimum Observations: 40

Example:

1/5/10	2	DPS
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Date + how many circled (if more than one) Trainers Initials

Date	Initial

Date	Initial

Date	Initial

FIBER OPTIC CABLE

Trainee has successfully demonstrated the ability to prepare 2ct fiber optic cable for termination in NAPs and ONT/Portals. Includes removal of outer sheath, cutting of strength members to correct length, securing cable to attachment point, and removal of buffer tube.

Minimum Observations: 40

Date	Initial

Date	Initial

Date	Initial

MOUNT ONT PORTAL

Trainee has successfully demonstrated the ability to mount the ONT/Portal. Includes mounting on different surfaces (eg. Siding, brick, stucco, etc.) and proper placement in relation to existing equipment (power meter, cable box, NID, etc.). Where applicable, power up and ground portal from electric meter, or power stick system and secure.

Minimum Observations: 20

Date	Initial

Date	Initial

Date	Initial

SURVEY/DROP ROUTING

Trainee has successfully demonstrated the ability to perform a site survey to determine NAP location and correct drop routing and placement. Includes determination of mounting point at house, pole mounting method, and materials required to complete install.

Minimum Observations: 20

<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>

AERIAL DROP

Trainee has successfully demonstrated the ability to install an aerial drop to customer premise. Includes attachment (J-hook, Q-span, P-hook, E-Clips, etc.), routing through obstacles (trees, existing lines, etc.), and routing of drop from attachment point at house to ONT/Portal.

Minimum Observations: 15

<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>

UNDERGROUND DROPS

Trainee has successfully demonstrated the ability to install an underground drop to customer premise. Includes routing of drop from attachment point at house to ONT/Portal, opening and securing vaults, and where applicable grounding tracer wire.

Minimum Observations: 5

<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>

NAP

Trainee has successfully demonstrated the ability to work inside a NAP. Includes entry, storage of fiber, proper manipulation of existing spliced fibers, routing and storage in splice tray, and ensuring a weather tight seal when complete.

Minimum Observations: 20

<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>	<i>Date</i>	<i>Initial</i>

CABINET/HUB

Trainee has successfully demonstrated the ability to patch and document drops at the cabinet/hub. Includes identification of assigned cable from splitter, identification of assigned patch panel port, proper routing of patch cord, cleaning of connectors, and documentation in binder and on work order.

Minimum Observations: 20

Date	Initial

Date	Initial

Date	Initial

SPLICER MANAGEMENT

Trainee has been trained in the Splice Machine Management Program and has viewed all training videos. He has successfully demonstrated the ability to perform all regular cleanings and maintenance, including splicer, cleaver, and light (v-grooves, electrodes, fiber holders, case), cleaning of cleaver (pads, blade), and cleaning of light meter (optics).

Minimum Observations: as determined by Trainer

Date	Initial

Date	Initial

Date	Initial

CUSTOMER INTERACTION

Trainee has demonstrated the proper interpersonal skills in his/her approach to the customer as outlined in the Best Practice Manual. Included in this observation point is the initial contact/greeting, informing customer about work to be performed, and obtaining permission to enter surrounding properties as needed to run drop.

Minimum Observations: as determined by Trainer

Date	Initial

Date	Initial

Date	Initial

DOCUMENTATION

Trainee has successfully demonstrated the ability to complete all required documentation. Includes cover sheet, house sheet, issue sheet, etc.

Minimum Observations: as determined by Trainer

Date	Initial

Date	Initial

Date	Initial

SAFE OPERATION OF AERIAL BOOM

Trainee has demonstrated his general knowledge of how the aerial boom functions and how to operate in a cautious/safe manner. Observations should include engaging and disengaging PTO, evaluating maximum vertical and horizontal boom reach, careful and proper boom storage while driving, engaging and disengaging outriggers for safe operation, and consideration of truck moving height and truck Gross Weight during operation.

Minimum Observations: 20

Date	Initial	Date	Initial	Date	Initial

SAFE OPERATION OF BUCKET TRUCK

Trainee has demonstrated his knowledge on how to properly drive a heavy equipment bucket truck. This includes safe driving speeds, care in turning radius, backing up safely, general parking, safe and proper positioning of truck at utility poles, utility sites, and road side, and proper flagging of traffic. Also includes proper use of ladder locks and bin locks.

Minimum Observations: 10

Date	Initial	Date	Initial	Date	Initial

TRUCK SAFETY EQUIPMENT

Trainee has demonstrated the proper use of bucket truck safety equipment. This includes where and when to use safety cones, proper placement and spacing of safety cones, when and where to use road signs, proper placement of road signs, when and where to place wheel chocks, operation of utility beacon light, and the purpose and care of an insulated bucket liner.

Minimum Observations: 20

Date	Initial	Date	Initial	Date	Initial

PERSONAL SAFETY EQUIPMENT

Trainee has demonstrated the proper use and purpose of all Personal Safety Equipment. This includes Body Harness and Lanyard, Ladder Safety Belt and Lanyard, Hard hat, Safety Vest, Safety Glasses, Hot gloves, and proper clothing to wear while working in an aerial boom.

Minimum Observations: 20

Date	Initial	Date	Initial	Date	Initial

**SAFE OPERATION
AROUND POWER
ZONE**

Trainee has demonstrated his knowledge of the different plants attached to Utility Poles i.e. Electrical, Telephone, CATV, Fiber optic. Trainee has working knowledge of voltage and transferable currents and potential of energized aerial lines. Trainee understands and applies care in safe working distances and clearances from energized overhead lines. Trainee understands principles of electrical grounding.

Minimum Observations: 20

Date	Initial

Date	Initial

Date	Initial

Certified Statement from Trainer(s)

I/we certify that I/we have observed the above named technician demonstrate proficient skills in ALL the above installation techniques and required observations. By my/our signature we confirm that all notations in this PQTR are true and accurate.

Print Name of Trainer:

Signature / Date:

Print Name of Trainer:

Signature / Date:

Print Name of Trainer:

Signature / Date:

Confirmation from Project Manager

I have reviewed all the above Primary Quality Training Requirement results with (name) _____ and discussed his/her understanding of each skill set above. Furthermore, I have conducted a post training session with him/her reviewing all sections of the On Trac, Inc. Best Practice Manual in preparation for testing and Hang & Light Technician Certification. In addition, we have discussed in detail the following On Trac, Inc. information (policies and guidelines):

- _____ Vehicle/Driving Expectations (also issued OTI **Driver's Handout** and **Vehicle Issue Agreement** and reviewed together)
- _____ Personal Appearance standards and daily expectations on grooming and hygiene
- _____ Care and management of tools and equipment (also issued OTI **Required Hang & Light Tools** list)
- _____ Splice Machine Management Program and cleaning routines
- _____ Worksite safety standards and heat/temperature management
- _____ Expectations on dispatch communications and check-in
- _____ Technician damages and chargebacks
- _____ Potential travel opportunities for/with On Trac, Inc. projects
- _____ Billing accuracy and integrity
- _____ Quality representation of our core customer and every job a VIP

By my signature below, I confirm that (name) _____ has met all Primary Quality Training Requirements as established by On Trac, Inc. for the task of Hang & Light Installation Technician and is qualified to undergo Certification.

Print Project Manager Name

Signature / Date: