



Underground/Bury Technician: Primary Quality Training Requirements

Date Training Began: _____

Name of Trainee: _____

Date Training Ended: _____

System/Location: _____

EQUIPMENT TRANSPORT

Trainee has successfully demonstrated the ability to safely transport equipment to and from job sites. Includes connecting safety chains, hitch, and trailer lights, safe operation of vehicle while transporting a trailer, loading machines, securing load properly, backing trailer into place, and unloading machines.

Minimum Observations: 20

Example:		Date	Initial	Date	Initial	Date	Initial
1/5/10	(2)		PBS				
↑	↑						
Date + how	Trainers						
many circled	Initials						
(if more than one)							

DIG SAFE PROCEDURES

Trainee has successfully demonstrated a working understanding of state "call before you dig" processes. In addition, trainee successfully locates utilities around pedestal with a "Pot Hole" dig, plans out dig route using locate marks, identifies facilities not located, and calls DIG SAFE # with any questions or issues.

Minimum Observations: 40

Date	Initial	Date	Initial	Date	Initial

MAINTENANCE & OPERATION OF BURIED DROP EQUIPMENT

Trainee has successfully demonstrated the ability to utilize equipment safely to bury conduit and cable. Includes proper starting and operation of machinery, meeting depth standards for bury, boring practices for driveway and sidewalk bores, working understanding of placement and bonding of locate "trace" wires, and proper maintenance of equipment (daily oil check, proper tire inflation, etc.).

Minimum Observations: 20

Date	Initial	Date	Initial	Date	Initial

**HAND DIGGING
PROCEDURE**

Trainee has successfully demonstrated the ability to safely hand-dig in areas inaccessible to the trenching equipment. Includes proper depth, safe use of tools, and utilization of safety equipment.

Minimum Observations: 15

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

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

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

FIBER DROPS

Trainee has successfully demonstrated the ability to properly handle and manage fiber optic drop cable. Includes installation of underground fiber drop to customer premise with proper technique in pulling through conduit, conduit troubleshooting, prepping for direct bury or hand bury, fiber connection within vault, bury pathway, and proper preparation of fiber drop at premise.

Minimum Observations: 10

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

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

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

VAULT ACCESS

Trainee has successfully demonstrated the ability to safely access and work in vaults. Includes proper use of vault tool, safe procedure in and around open vaults, proper handling of existing live fibers in vault, capability to re-bond all locate wires in vault, and securing of vault lids when leaving premise.

Minimum Observations: 5

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

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

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

**PLANT & FACILITIES
DESIGN**

Trainee has successfully demonstrated a working knowledge of telecommunication plant and facilities design. Also has demonstrated an understanding of design and practices of other underground utilities (water, electric, gas, etc.).

Minimum Observations: 20

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

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

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

SURFACE RESTORATION

Trainee has successfully demonstrated the ability to repair and recompact plow lines to minimize the impact of trenching and hand-digging on sod and soil. This includes effectively replacing soil, removing buildup or impressions, and restoring areas around hand-digs (i.e. flower beds).

Minimum Observations: 20

Date	Initial

Date	Initial

Date	Initial

LOCATOR OPERATION

Trainee has successfully demonstrated the ability to operate locate equipment to identify hidden buried lines and objects.

Minimum Observations: 20

Date	Initial

Date	Initial

Date	Initial

TRUCK SAFETY EQUIPMENT & OPERATION

Trainee has demonstrated the proper use of 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, and operation of utility beacon light. Demonstrates consistent, safe driving/operating of vehicle and obeying traffic laws.

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 Hard hat, Safety Vest, Safety Glasses, Hot gloves, and proper clothing to wear while operating underground equipment.

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 Underground 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
- _____ Worksite safety standards and heat/temperature management
- _____ Expectations on attendance, 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 Underground Technician and is qualified to undergo Certification.

Print Project Manager Name

Signature / Date: