

DUCT SHARING PROCESS

1. Enquiries about sharing ducts or an application for duct access should follow the process and policies set out in this document.
2. Duct sharing requires supplementary steps to the standard process for facilities sharing set out in Schedule 7 to the Supply Terms.
3. A Field Study is automatically required for each enquiry about sharing a duct (unless the Access Seeker withdraws the enquiry first).
4. The Field Study for duct sharing is performed in three stages of increasing complexity, which are identified in the process below.
5. Before each stage of the Field Study, if the Access Seeker wants to proceed then it must confirm. Confirmation is an agreement to pay the charges for the next stage of the Field Study on a time and materials basis. An estimate of the charges will ordinarily be supplied at each stage. Batelco will waive site survey charges (each box or manhole visited as part of any stage of a Field Study counts as a site for the purposes of site survey charges) to the extent that those charges exceed the total of time and materials charges for each step of the Field Study process.
6. When Batelco notifies the Access Seeker of the result of a stage of the Field Study, the time frame for completion of the Field Study is automatically extended by the expected timeframe for the next stage.

Step/Stage	Entity Responsible	Action/Information	Expected timeframe	Charges	Comments
Request	OLO	Provide information regarding request	Up to OLO	No	
Assess Request	Batelco	Return to OLO if incomplete	Up to 5 working days unless extended as per schedule	Included in application processing fee	
Desk Study	Batelco	Whether information available in Desk Study shows that (a) sharing	Up to 2 weeks to assess (a). Up to	Included in general	

		not available; (b) cost and time for next step to confirm if sharing available	one week to assess time and cost for (b).	processing fee	
Confirm Proceed	OLO	If application is to proceed then OLO must confirm or withdraw	OLO must respond within 5 working days	No	
Field Study Stage 1	Batelco	Field study of route: result is either (a) not available; or (b) proceed to Duct Space Test and Verification survey with time and cost estimate	Up to 2 weeks for field study first stage. Up to further two weeks to assess time and cost for (b)	Yes	
Confirm Proceed	OLO	If application is to proceed then OLO must confirm or withdraw	OLO must respond within 5 working days	No	
Field Study Stage 2 Duct Space Test & Verification Survey	Batelco (Approved Contractor)	Full route survey: result is either (a) not available; or (b) available	Up to 4 weeks	Yes. Time and materials	
Confirm proceed	OLO	If application is to proceed then OLO must confirm or withdraw	OLO must respond within 5 working days	No	
Field Study Stage 3 Design Work	Batelco	Design cable plan and Make Ready Work including assessment of cost of Make Ready Work	Up to 4 weeks	Yes. Time and materials	
Confirm proceed	OLO	If application is to proceed then OLO must confirm or withdraw	Up to 30 working days	No	
Material Supply	Batelco for all duct & protection work supplies. OLO for fibre.	Supply of materials	As needed. Batelco supplies can take 12 weeks if not available. OLO must confirm receipt of fibre within 90 days, failing which Field Study Stage 3 must be performed again	Only those materials supplied by Batelco	

Work ordering	Batelco	Finalise contractor for installation work	Up to one week	Yes. Time and materials.	
Installation	Approved contractor	Obtain necessary permissions Withdraw material from stores or receive from OLO Execute work under mandatory supervision Supply as built drawing	As needed for installation work.	Yes. Time and materials.	
Splicing	OLO	Splicing works	As needed for splicing work	No	
Testing	Batelco and OLO	Testing	As needed for testing work	Yes. Time and materials.	
Recording	Batelco	As built record inserted into Batelco systems	Internal only	Yes. Time and materials.	