LINKLIGHT TECHNOLOGIES

NASHVILLE &
MIDDLE TENNESSEE

PROJECT HANDOVER PLANNING

Cabling Test Records & Labeling Checklist

Agree on reviewable evidence before installation so your team can connect each installed link to its test result and handover record.

Project / location: _____ Review date: _____

01 Consistent identifiers

- ☐ Agree on identifiers for outlets, panels, cables and fiber strands.
- ☐ Check that physical labels match the drawings and report filenames.

02 Test scope

- ☐ Define the required test level and acceptance criteria in the scope.
- ☐ Identify the test boundary, including which cords or links are included.

03 Record details

- ☐ Agree on required link IDs, limits, dates and test-equipment details.
- ☐ Specify the report formats and who can open and review the records.

04 Results & exceptions

- ☐ Check that expected links have corresponding reviewable results.
- ☐ List failures, retests, missing records and unresolved exceptions.

05 Fiber records

- ☐ Define the required fiber tests, strand mapping and reporting scope.
- ☐ Agree on direction, reference method and other project-specific details.

06 Handover & ownership

- ☐ Name the person who reviews and accepts the installation records.
- ☐ Store final reports, drawings and open-item owners in an agreed place.

Full guide and references: Read the project planning guide online

Planning aid: use the agreed project scope and applicable requirements for final decisions.

Make the acceptance evidence part of the scope.

Plan the cabling handover

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