Verizon NEBS^{TM} Compliance: Declaration of Readiness by FOC ITL to Proceed with an Audit

Verizon Technical Purchasing Requirements
VZ.TPR.9415
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CHANGE CONTROL RECORD:

Version	Date	Action*	Reason for Revision
1	*3/30/2007*	Reissue	Document reissued and updated into new format.
2	*1/11/10*	Add	Updated documentation requirements with the declaration
* New, Add, Delete, Change, Reissue			

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1.0   PURPOSE

The purpose of this Verizon Technical Purchasing Requirement document is to provide guidelines to FOC ITLs and Suppliers Labs on requesting an on-site audit by Verizon FOC team.

2.0   SCOPE

FOC ITLs and Suppliers Labs

3.0   REFERENCES

PFOC Memo #15 Rev # 2	Declaration of Readiness by PFOC ITL to proceed with an Audit (Applicable to both: Supplier Lab Locations and ITL Lab Locations)

4.0   ACRONYMS

FOC	Fiber Optic Components
ITL	Independent Testing Laboratory

5.0   PROCEDURE FOR SETTING UP AN AUDIT

- ITL shall ensure that all of the documentation is in English Language.
- ITL shall conduct a pre audit of test plan, test setup, QMS and lab personnel training and ensure compliance.
- This shall be done for all the GRs/TPRs to be audited.
- ITLs then shall conduct a mock test program for the GRs/TPRs to be audited and generate a test report in Verizon test report format.
- Upon completion of the pre audit and mock test program, ITL shall submit two (2) hard and soft copies of following four (4) documents to FOC program manager:
    1. Pre audit findings report
    2. Test report from the mock test program

3. Test Plan
4. Declaration of Readiness

- Upon receipt, FOC team will review the documents and advise the ITL if the testplans are fine to proceed to an audit or if changes are required to the submitted test plans.
- FOC team will check the availability and advise the ITL of open dates.
- FOC team will conduct a conference call between ITL auditors, witnessed lab team (if applicable) and Verizon auditors to clarify audit expectations and answer any question from the witnessed lab and ITL regarding the logistics, audit process and requirements.
- Following Declaration Form shall be used

"Declaration of ITL or Supplier Lab PFOC Audit Readiness - Proceed with Audit"

TPR(s)/GR(s)-_____ to be audited have been reviewed by me and are ready for the Verizon FOC Audit. This review included a Test Plan Review, Test Procedure Review, and complete live test demonstration on a test battery (i.e.: chapter) basis with all test personnel. A pre audit of all the requirements including QMS and mock test program per TPR(s)/GR(s) _____has been successfully completed. I am the ITL Technical Manager responsible for this audit. The review was performed on these dates: _____.

I do declare that this lab: _____, is ready for a GR(s): _____, Verizon FOC Audit.

Name: _____

Title: _____