



**Verizon NEBS™ Compliance: Checklist for  
Follow-up FOC ITL and Supplier Lab Audit**  
Verizon Technical Purchasing Requirements  
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**CHANGE CONTROL RECORD:**

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**1.0 PURPOSE**

The purpose of this Verizon Technical Purchasing Requirement document is to provide Checklist for Follow-up FOC ITL and Supplier Lab Audit.

**2.0 SCOPE**

FOC ITLs and Suppliers Labs

**3.0 REFERENCES**

<b>PFOC Memo #15 Rev # 3</b>	Declaration of Readiness by PFOC ITL to proceed with an Audit (Applicable to both: Supplier Lab Locations and ITL Lab Locations)
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**4.0 ACRONYMS**

<b>FOC</b>	Fiber Optic Components
<b>ITL</b>	Independent Testing Laboratory

**5.0 FOLLOW-UP FOC ITL OR SUPPLIER LAB AUDIT CHECKLIST**

The following checklist is used as the audit guide during a surveillance or follow-up audit. Verizon is required to perform follow - up audits once per year. These audits can be incorporated into other on site meetings, as opportunities permit.



Follow-up Audit	Topics (ITL & Vendor)	Compliant (Y/N)	Comment
F	Are there any changes to the org chart since the VNC's last audit?		
F	Have there been any changes to management involved with the ITL program?		
F	Have there been any changes to the QAM? Check revision level		
F	Any changes to accreditation since last VNC audit?		
F	Are test plans controlled?		
F	Are reference standards controlled?		
F	Verify that WI are being used at the workstations		
F	Are data collection sheets controlled?		
F	Verify test plans include all applicable FOC memos		
F	What method is used to ensure latest FOC memos are used when and where applicable?		
F	Does test plan includes requirement for supplying calibration data for the systems?		
F	Have changes been made to the existing testplans as per audit findings submitted in March 2005 wrt test/inspect/analyze/verify		
F	Have any reference standards changed since the last audit?		
F	Verify always latest reference standards are used?		
F	How many employees are qualified to work as a witness on the ITL-TCWP program? Provide training records.		
F	Examine the witness signature log at supplier labs. Verify that the log includes: Tester, location, witness, date, results etc.		
F	Have any new employees begun work on the ITL program?		
F	Review the list of Personnel authorized to perform testing - look at expertise and interview personnel		
F	Has the test equipment inventory changed since VNC's initial audit?		
F	Are there any rented equipment used for testing?		
F	Have you found any equipment out of cal since VNC's initial audit?		
F	Has the calibration procedure changed since the last VNC audit?		



<b>Follow-up Audit</b>	<b>Topics (ITL &amp; Vendor)</b>	<b>Compliant (Y/N)</b>	<b>Comment</b>
F	Do a sample audit of the test equipment being used, verify calibration		
F	What method is used to calibrate a system (e.g., setups with switches) that uses several test equipment		
F	Verify that 5% of the switch channels are spliced together outside of the thermal chamber or around the mechanical set-up		
F	What method is used to calibrate the rented equipment?		