

Fiber Closeout Package Checklist

Every item an ISP or prime expects before it accepts the invoice. Run each closeout against it before the crew leaves the job.

Work order / ticket #	ISP / prime	Crew lead
Job address / segment	Date work finished	Package submitted (date)

1. JOB IDENTITY

- ☐ Work order, ticket, or PO number exactly as the ISP issued it
- ☐ Job address, segment or route IDs, ISP project name
- ☐ Authorized scope attached: codes and quantities from the RFP or work order

2. PROOF OF WORK

- ☐ As-built marked with what was placed, codes and quantities on it, revisions dated
- ☐ Footage and unit counts per code (LF, EA) that total to the as-built
- ☐ Photos before, during, after: pit or trench before backfill
- ☐ Photos: splice case open and closed
- ☐ Photos: pedestal or handhole, restoration complete
- ☐ Time and GPS stamps where the ISP asks for them
- ☐ Test results where the spec requires: OTDR traces, light levels, both directions if specified

3. COMPLIANCE

- ☐ 811 locate ticket numbers for any underground work
- ☐ Locate mark photos before the dig
- ☐ Permits and traffic control records where the route needed them
- ☐ Safety or tailboard record if the ISP requires it with the package

4. VARIANCES

- ☐ Over or under quantities against the authorized scope, with the reason
- ☐ Change orders approved and dated
- ☐ Damage, utility hits, or restoration notes with photos and who was notified

5. SIGN-OFF

- ☐ Crew lead completion with the date the work actually finished
- ☐ ISP, prime, or customer acceptance where the contract calls for it

6. THE INVOICE

- ☐ One line per code, quantities matching the as-built totals
- ☐ Rates matching the contract
- ☐ One invoice per work order or ticket if that is how the ISP pays
- ☐ Package attached or referenced the way the portal expects

THE TEST THAT MATTERS: can someone who was not on the job tie every invoice line to a code, a quantity, and a photo without asking the crew a question? If not, the ISP will ask, and the invoice waits.