SRS NETWORKS

TECHNICAL EVIDENCE WORKSHEET

Structured Cabling Acceptance Checklist

Physical inspection, certification evidence, closeout reconciliation and owner signoff

1. Project and acceptance basis

Use: Complete this basis before testing or inspection. Replace assumptions with approved project values and identify the accountable reviewer.

Project / program

Site / address

Owner acceptance lead

Installer / survey provider

Scope / drawing revision

Work and review dates

Approved drawings and revisions

Outlet/drop schedule

Cable category and topology

Test limit and link model

Labeling convention

Closeout folder standard

Control notes

- Reconcile installed, omitted and relocated links to the approved change record.
- Inspect supports, fill, bend control, separation, penetrations, firestopping and room workmanship.
- Require native tester results plus a readable export for every required link.
- Retain failures, corrective actions and passing retests under one link identifier.

Decision rule: A blank field is not evidence. Mark an item not applicable only with an identified approver and written basis.

Use the executed project specification, adopted code, approved design and current manufacturer test instructions. TIA TR-42: tiaonline.org/standards/tr-42/.

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ACCEPTANCE RECORD

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Record the result and cite the retrievable evidence behind every decision.

2. Acceptance gate record

For status, enter Pass, Fail, Open or N/A. Cite a file name, drawing, result set, photograph, ticket or other retrievable record in the evidence column.

Gate	Required evidence	Status	Record / finding
Scope	Counts and locations reconcile to drawings, schedules and changes		
Pathways	Supports, fill, bend, separation and transitions pass visual inspection		
Penetrations	Required sealing, firestopping, identification and photos are complete		
Labels	Outlet, cable, panel, rack and schedule identifiers match		
Test setup	Topology, adapters, category and selected limit match the contract		
Results	Every required link has a valid result; failures and retests are traceable		
Closeout	As-builts, schedules, native files, photos and exceptions are usable		
Signoff	Punch items are closed or expressly accepted by the named owner		

Population and sampling statement

Required population / count

Completed and accepted population / count

Sampling rule and approval, if any

Excluded areas / items and basis

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CLOSEOUT AND SIGNOFF

Structured Cabling Acceptance Checklist

Keep exceptions, corrections, final records and accountable approvals together.

3. Exceptions, corrections and retest

Item / ID	Finding and impact	Correction / accepted exception	Retest, owner and date

4. Closeout package

Required record	Status	File / system of record
Approved as-builts		
Outlet and panel schedules		
Native tester result set		
Readable test report		
Rack elevations and labeled photos		
Exception and retest log		
Warranty record if applicable		
Signed acceptance		

5. Acceptance

Prepared by / company / date

Technical review by / role / date

Owner acceptance / role / date

Accepted, conditional acceptance or rejected

SRS Networks provides this worksheet as vendor-neutral project-control guidance. It does not replace the executed contract, approved design, adopted code, authority having jurisdiction, manufacturer instructions or review by a qualified responsible party.