

SERVICE DEFINITION
MANAGED COMMON PASSIVE
INFRASTRUCTURE SERVICE
For Heathrow Airport

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Glossary

Acronym/Terminology	Description
Authorised Users	Those personnel, or third party vendor personnel named by the Customer, authorised to contact the IT Service Desk.
Business Change Control Periods	<p>To ensure that the IT Infrastructure and operational business activities are protected during times of increased volume of passengers.</p> <p>Any Change, that is planned for implementation during a Business Change Control Period and has an operational impact on the airport(s), will require Airport approval before it can be progressed.</p>
Change	<p>Any variation or amendment requested by the Customer to the Services including requests for:</p> <ul style="list-style-type: none"> (a) additional capacity (Demarcation Points); and/or (b) new technology
Common Passive Infrastructure	<p>Means all elements of cabling, be they fixed cables and or patch leads, patch panels, cabinets and distribution points including consolidation points, tertiary cabling, all trays, supports, ducts and physical routes within and between buildings.</p> <p>No Customer equipment will be supported under this service</p>
Demarcation Points	<p>Any two outlets between which the Passive Infrastructure connects. The exact point of demarcation is the male/female connection of the Passive Infrastructure to which a subsequent connection is made (Commonly referred to as the channel for CAT 6 cabling).</p> <p>The following are examples only and are not limitations</p> <p>Example 1: an RJ45 outlet in an office is the demarcation point, into which the Customer's patch lead connects, or the Airport provides patch leads when required to do so.</p> <p>Example 2: in a comms room where the infrastructure continues beyond the patch panel and includes a patch lead with a male RJ45 connector or fibre connector which is the demarcation point, which then plugs into the Customer's switch at Access or Distribution layer.</p>
Emergency / Fix On Fail Works	Emergency / Fix On Fail works are system changes that need to be made immediately to resolve operational problems.
Incident	Any event which is not part of the standard operation of the Common Passive Infrastructure, which causes, or may cause, an interruption to, or reduction in, the quality of the Common Passive Infrastructure.
IT Service Desk	<p>The service desk provided by the Airport for the receiving and logging of calls from Authorised Users relating to:</p> <ul style="list-style-type: none"> (a) Incidents; (b) Change requests; and (c) Patching Requests. <p>Please refer to section 5 for contact details</p>
Known Errors	A Problem that is successfully diagnosed and for which a workaround is known.

Acronym/Terminology	Description
Patching (Copper)	To connect any two nominated physical points necessary to deliver to a Customer (or its nominated service provider) an uninterrupted and dedicated hard wire connection between the identified points and to maintain the standard of connection necessary to meet industry standards.
Patching (Fibre)	To connect any two nominated points necessary to deliver to a Customer (or its nominated service provider) an uninterrupted and dedicated fibre optic connection (comprising two fibres) between the identified points in accordance with industry standards and to maintain the appropriate and acceptable light loss budget, in accordance with industry standards.
Planned Works	Planned works are system changes that are scheduled in advance, following the Airport's change management process.
Problem	The unknown underlying cause of one or more Incidents.
Resolve	The restoration of the Services affected by an Incident to normal operating status, including any temporary workaround. "Resolution" shall have a corresponding meaning.
Response	The time taken by the Airport to have an engineer on site to diagnose the fault and initiate remedial action, including determining the total resolution to a fully restored service, or an acceptable work around until full restoration can be effected. It also includes reporting back to the call initiator or their service provider.
WPM	Working Practices Manual

1. Purpose

The purpose of this document is to detail the scope of the Common Passive Infrastructure service being provided to the Customers at the Airport and the Service Levels applying to that service.

The Service Levels within this Service Definition document define the minimum levels of service that the Airport shall deliver to the Customer in provision of the Common Passive Infrastructure Service.

2. Introduction

The Common Passive Infrastructure service will provide a common cabling platform for Airport Customers. It will provide connectivity for the Customers between all Demarcation Points.

The cabling infrastructure, comprising both fibre and copper cabling, has been designed based on British and European Norm standards and best practices to enable various communications protocols to be supported by the Common Passive Infrastructure.

Please refer to the Working Practices Manual (WPM) for the low level process detail.

3. Services

3.1 Common Passive Infrastructure Service

(1) The Airport shall provide a Common Passive Infrastructure service during the relevant service hours set out in section 5 of this Schedule that:

- a) Will provide a Common Passive Infrastructure platform for Customers.
- b) Will provide connectivity for the Customers between all Demarcation Points.
- c) Will provide optical fibre and/or copper backbone and copper horizontal connectivity.
- d) Will enter and manage all Common Infrastructure and patching details in the Airport cabling database, including any used by the Customer.
- e) Is based on British and European Norm standards and best practices to enable various communications protocols to be supported by the Common Passive Infrastructure.

3.2 Support and Maintenance Services

The Airport shall provide the following support and maintenance services ("**Support and Maintenance Services**") during the relevant service hours set out in section 5 of this Schedule:

(1) Maintenance

The Airport shall:

- a) Use all reasonable endeavours to conduct all planned works ("Planned Works") on the Common Passive Infrastructure between the hours of 23:00 and 03:00 each day ("Maintenance Window"), when required. All planned changes will be subject to *last flight / first flight* considerations;
- b) Notify the Customer and/or any that may be affected at least 10 Working Days prior to any Planned Works, and make allowances for any Customers' concerns over the scheduled period and to take all reasonable steps to mitigate any such concerns, where there is an expected impact to the Services for that Customer. Such notification is to include the impact on the Services and the duration of any associated outage. All reasonable endeavours will be made to notify Customers where the Airport is required to carry out emergency / fix-on-fail works;
- c) Develop a regression plan for the Planned Works, with appropriate go/no go decision points;
- d) Notify the Customer if they are required to participate in the implementation of the Planned Works and to test for correct operation following the completion of the Planned Works;

- e) Use all reasonable endeavours to ensure that any outage caused by the Planned Works will not impact on the Services; and
- f) Notify the Customer of the completion of the Planned Works.

(2) Incident Management

The Airport shall:

- a) Provide and adequately staff the IT Service Desk to receive and log calls from the Authorised Users relating to Incidents;
- b) Accept and log Incidents from Authorised Users;
- c) Respond to and Resolve Incidents as appropriate to this SLA;
- d) Provide the Authorised User with regular progress updates;
- e) Escalate Incidents in accordance with the Escalation Matrix set out in section 9; and
- f) Liaise with and co-ordinate all Airport internal teams and any third party suppliers in order to Resolve an Incident.

(3) Problem Management

The Airport shall:

- a) Evaluate Incidents with significant impact or repeat Incidents to identify and record a Problem if relevant;
- b) Perform problem and/or root cause analysis;
- c) Evaluate and agree the viability for implementing permanent solutions over workarounds based on time, effort and likelihood of occurrence;
- d) Recommend and implement permanent solutions to Known Errors; and
- e) Engage and manage third party suppliers as necessary to resolve Known Errors.

3.3 Requirements Management Patching Service

(1) The Airport shall, during the relevant service hours set out in section 5 of this Schedule:

- a) Provide a patching service under which the Customer may request patching of Demarcation Points ("Patching Request") within the airport;
- b) Deal with all Patching Requests in accordance with the process set out in the WPM.

3.4 Change Management Services

(1) The Airport shall, during the relevant service hours set out in section 5 of this Schedule:

- a) Receive, log and coordinate a Change request received by email/phone via the IT Service Desk (option 2);
- b) Allocate a reference number to each Change on receipt of the Change request;
- c) Ensure that all Change requests, including costs and timescales, are authorised by the Customer;
- d) Implement all Changes authorised by the Customer;
- e) Contact the originator of the Change to confirm receipt of the request and, if appropriate, arrange a project initiation meeting.

4. Roles & Responsibilities

The Customer will adhere to the Customer obligations defined in section 7 of this Schedule. Failure to do so may mean that the Airport cannot be held to the terms of the Service Levels that are directly affected by that failure on the Customer's part.

4.1 The Airport's Service Level Manager

Responsibilities of the Service Level Manager shall include, amongst other things, the following:

- To be the primary single point of contact between the Customer and the Airport for service issues. Note that the IT Service Desk is the single point of contact for Incidents.
- Shall be aware of, manage and report on, all and any aspects of the Common Passive Infrastructure service, or its maintenance and support in the Airport,
- Has the ability to escalate and need to acquire, assign or manage other Airport resources to work on any aspect of the service provided in the Airport.
- To attend scheduled and ad-hoc meetings with Customer(s) as reasonably required.
- Shall provide regular status reports to the Customer

5. Service hours and contact details

The following service hours apply to the provision of the Services:

Service	Service Hours	Service Days	Critical Business Periods
Common Passive Infrastructure Service	00.00 – 23.59	Mon – Sun	24*7*365
Support and Maintenance	00.00 – 23.59	Mon – Sun	24*7*365
Requirements Management Patching	08.30 – 16.30	Mon - Fri	N/A
Change Management service	08.30 – 16.30	Mon - Fri	N/A

A change request itself must be made in the stated time frames, the actual work may be effected at other times.

IT Service Desk contact details:

- Faults : 0845 602 7793 Option 1
- Patching Requests : Email itservicedeskrequest@baa.com (primary contact); or
: Phone 0845 602 7793 Option 2
- Change Management : Email itservicedeskrequest@baa.com (primary contact); or
: Phone 0845 602 7793 Option 2

6. “Service Levels”

The following Service Levels will apply to this service:

- (a) To resolve the underlying cause of an Incident
- (b) To create new copper and fibre circuits
- (c) To provide additional Demarcation Points

(a) Service Levels to resolve the underlying cause of an Incident

Due to the likely collaborative nature of recovering service from passive infrastructure faults, no resolution service levels are given below. The service levels given relate to the time that the Airport will respond to a failure of the Common Passive Infrastructure service. Within this time, the Airport will log the call and provide appropriate resource and effort to actively resolve the fault according to the impact the issue has on the Customer. If both parties agree that insufficient information has been given for the Airport to commence analysis of the Incident, then an appropriate amount of time will be deducted from the timings. This deduction of time will take account of the period whilst the information was lacking.

Impact		Service Response (Incident Response)	Service Level (minimum of)
Standard Description	Service Example		
Down for all	Complete service failure	Within 30 minutes	95%
Down for some	Partial service failure	Within 2 hours	95%
Down for one	Single user failure	Within 2 hours	95%

For all patching faults, the Airport will restore service within 4 hours. For all other cabling faults, the above service levels quote a response time and no resolution time due to the likely collaborative nature of any diagnosis and resolution. However, the Airport will take all reasonable steps to restore service within 4 hours, excluding any time required to:

- Secure a permit for entry or works to any part of the cable run. This could include an ATP for a baggage area, road closure(s) or airfield area(s).
- Make safe a public area to gain access to the faulty cabling.
- Gain access to non Airport offices and equipment cabinets.
- Resolve Health & Safety issues prior to, or during, resolution works.
- Install replacement cabling.

The Service Response measure will be calculated on a weekly basis. The Service Response measure is an aggregate percentage figure, calculated as follows:

- (a) Total number of Incidents logged in the week = M
- (b) Total number of Incidents where the Response exceeded the Service Level = L
- (c) $100 - (L/M \times 100) =$ percentage of Incidents meeting the Service Level.

(b) Service Levels to create new copper and fibre circuits**Copper Patching Requests**

Requests	Request Completion
1 – 50	Within 3 Working Days
>50	Within 10 Working Days
Out of hours (weekend moves etc)	Within 10 Working Days

Fibre Patching Requests

Requests	Request Completion
1 – 10	Within 10 Working Days
>10	Within 20 Working Days

All patching requests are subject to available capacity for the requested routes. If no capacity is available then the Change Management service will apply (please refer to table below for Service Levels).

(c) Service Levels to provide additional Demarcation Points

Additional New Demarcation Points	Request Completion
Acknowledgement of request by IT Service Desk	Within 30 minutes
Project team to arrange site visit and survey	Within 3 working days
Provide scope and cost	Within 5 working days of request (subject to standard request; Customer providing sufficient details; availability of Customer to discuss; and arranged access for survey)
Commencement of works	Within 5 working days of Customer providing the Airport with a Purchase Order to proceed with scope and cost

A standard installation request is defined as:

- Demarcation Point within 90m of existing network switch with available capacity
- Cabinet and containment is available and has spare capacity
- No external change control or Authority to Proceed (ATP) is required e.g. from Health & Safety, Engineering, Baggage, etc
- No specialist works are required e.g. asbestos inspection/removal, diamond drilling, etc

7. Customer obligations

During the support term, the Customer must comply with the following controls.

People/Management

7.1 The Customer shall:

- (a) Ensure that any use of the Common Passive Infrastructure services by its employees, agents or sub-contractors, is compliant with the design of the services.
- (b) Provide a Point of Contact for management/escalation of service issues.

Provisioning

7.2 The Customer shall:

- (a) Ensure that all Change requests are filtered and prioritised prior to logging with the IT Service Desk.
- (b) Only request business critical Changes to be implemented during the Airport's Business Change Control periods. The Business Change Control Periods will be notified to the Customer in advance at the Service Review. All changes requested during this period will require Airport approval

Fix/Support Process

7.3 The Customer shall:

- (a) Use reasonable endeavours to diagnose a fault reported to it by clients and only raise Incidents with the IT Service Desk if the Customer believes there is a fault with the Common Passive Infrastructure Service.
- (b) Within a reasonable time of the Customer becoming aware that an Incident has occurred, notify the Airport of the Incident and, if required, or deemed necessary, provide the Airport with all reasonable assistance to resolve the Incident.

8. Service Management

8.1 Service Reviews

Service Review meetings shall be held at least half yearly between key representatives from the Airport and a multi-Customer body. Attendees from the Customer shall be agreed by the parties. Other stakeholders may be invited to these reviews as required. These meetings shall include, but not be limited to:

- a) A review of performance against Service Levels.
- b) A review of any Planned Works.
- c) Discussion of any new Change requests received by the Airport.

A review of Schedule 2 (this Service Definition) shall take place annually at the same meeting. This annual review shall cover:

- a) The scope of the Services.
- b) The Service Levels.

Any changes to Schedule 2 arising from the annual review, or arising from the half yearly review, shall not be effective unless agreed by all parties in writing.

8.2 Reporting

Monthly standard reporting (as detailed in Appendix A) will be provided to the multi-Customer body. This will detail actual performance against the service levels detailed in section 6. If a service level is consistently not being met, a service improvement plan will be established to mitigate the underlying issue. This plan will be managed through the Service Review.

9. Dispute resolution and escalation process

The hierarchical escalation path for a Priority 1 Incident is as follows:

Escalation level	Airport	Customer
1	IT Service Desk	
2	Incident Manager	
3	EMC Manager (or Crisis Manager out of hours)	
4	Head of IT Services	
5	Chief Information Officer (CIO)	

Within the Airport, hierarchical escalation for a Priority 1 Incident will take place from one level to the next at the discretion of the escalating Manager.

Any service disputes in relation to the provision of the Common Passive Infrastructure service shall be escalated as follows:

Escalation level	Airport	Customer
1	IT Service Desk	
2	Service Level Manager	
3	Service Performance Manager	
4	Head of IT Services	
5	Chief Information Officer (CIO)	

At each level, the roles noted above shall use all their reasonable endeavours to resolve any dispute related to the delivery of the Services as soon as practicable after the date on which the dispute was allocated to that level. If the dispute has not been resolved by the level 1 roles within 10 Working Days after the date in which the dispute arose then, at the discretion of both roles, the dispute shall be referred to level 2. Escalation to subsequent levels shall take place within 10 Working Days after the date in which the dispute was allocated to the current level, at the discretion of both roles.

Appendix A: Format of standard monthly report

