MBNL BOOKING ON PROCEDURE

1. Check MBNL permit numbers;

2. Make sure the Site ID on the permit matches the actual Site ID;

3. Make sure the dates are correct for the days you are working;

4. Make sure if you are carrying out service affecting work there are enough permits to cover all technologies and operators, i.e. H3G and T-Mobile;

5. Call 01189562600 and select option 2 when prompted;

6. The lockdown team will ask you for your details, i.e. permit numbers, Site ID, name, and phone number;

7. If you are carrying out service affecting work ask them to book you on site and lock down all technologies
If it not service affecting work then only ask to book on site. Make sure to ask if there are any existing alarms on site before they lock anything down;

8. Make sure you get a book on reference for each permit number you give the lockdown team and take note of it;

9. Carry out your days' work;

10. When the day's work is complete call the lockdown team again and ask to book off site and have anything that has been locked down turned back on;

11. When the site is back on air make sure the lockdown team give you a book off reference number for permit number you gave them.

During busy times with the lockdown team you may need to phone them back when waiting for them to switch on/off a site as they often forget to call you back.