

# **SIGN-OFF DOCUMENT**

## **FOR**

### **Precision Gravure Printing**

**PROJECT: *HPE Network Switch Deployment – Installation & Configuration***

Version:1.0

Date: 15th Sep 2026



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## DOCUMENT DETAILS:

|                       |                          |
|-----------------------|--------------------------|
| <b>Company</b>        | <b>Precision Gravure</b> |
| <b>Document Title</b> | Sign-off document        |
| <b>Date</b>           | 09/12/2026               |

## GENERAL INFORMATION

|                       |                                                    |
|-----------------------|----------------------------------------------------|
| <b>Customer name</b>  | <b>Precision Gravure</b>                           |
| <b>Contact Person</b> | Mr. Ravi                                           |
| <b>Email ID</b>       | <a href="mailto:Ravi@pgpfz.com">Ravi@pgpfz.com</a> |

The purpose of this sign-off document is to formalize and acknowledge the completion and acceptance of the project for “**Precision Gravure**”.

This document serves as an official record of the project's successful execution and handover, marking the conclusion of our efforts.

To ensure both sides have a clear understanding of the tasks, the following activities were undertaken:

## ESTIMATED WORK PLAN

| <b>Seria<br/>I No.</b> | <b>Deliverables</b>                                                                                        |
|------------------------|------------------------------------------------------------------------------------------------------------|
|                        | <b>HPE Network Switch Deployment – Installation &amp; Configuration</b>                                    |
| <b>A</b>               | <b>Installation Works</b>                                                                                  |
| 1                      | Remove the Existing Switch DES 1024D Unmanaged Switch from the rack.                                       |
| 2                      | Verify equipment accessories, mounting requirements, and installation location                             |
| 3                      | Inspect the existing network rack, power supply, patch panels, and cable availability.                     |
| 4                      | Install the New Provided switch in the designated network rack using the appropriate mounting accessories. |
| 5                      | Connect the switch to the rack power supply.                                                               |
| <b>B</b>               | <b>Configuration Works</b>                                                                                 |
| 1                      | Upgrade firmware to the approved stable release where required and permitted by the client.                |
| 2                      | Set the switch hostname according to the approved naming convention                                        |

|          |                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3        | Configure a static management IP Address, subnet mask, default gateway and DNS details supplied by the client.                                                    |
| 4        | Configure the uplink port to carry the same common flat-network VLAN.                                                                                             |
| 5        | Enable PoE on the identified device ports.                                                                                                                        |
| 6        | Configure PoE priority where required, particularly for critical devices such as access-control panels, wireless access points, and network cameras. If required. |
|          | Configure NTP server and local time zone, if NTP details are provided by the client                                                                               |
|          | Save, export, and retain a backup of the final switch configuration                                                                                               |
| <b>C</b> | <b>Testing &amp; Commissioning</b>                                                                                                                                |
| 1        | Verify switch power-up and hardware status.                                                                                                                       |
| 2        | Confirm that all connected copper ports are operational.                                                                                                          |
| 3        | Test network connectivity between the switch and the core network.                                                                                                |
| 4        | Verify routing or gateway connectivity between VLANs, where applicable.                                                                                           |
| 5        | Confirm that connected PoE devices receive power correctly.                                                                                                       |
| 6        | Check PoE power consumption and confirm that it remains within the 370 W switch budget.                                                                           |
| 7        | Verify management access through the approved management platform.                                                                                                |
| 8        | Check port speed, duplex status, errors, and link stability.                                                                                                      |
| 9        | Confirm that no abnormal alarms, loops, or excessive broadcast traffic are present.                                                                               |
| 10       | Rectify configuration-related issues identified during testing.                                                                                                   |
| <b>D</b> | <b>Document Configuration &amp; Handover</b>                                                                                                                      |
| 1        | Switch IP address, hostname, and management details.                                                                                                              |
| 2        | PoE port assignment and connected-device list.                                                                                                                    |
| 3        | Test and commissioning report                                                                                                                                     |
| 4        | Equipment datasheet and warranty information, where applicable.                                                                                                   |
| 5        | Basic operation and administration handover to the client's representative.                                                                                       |
|          | Client Responsibility                                                                                                                                             |
| 1        | Approved installation location and rack space.                                                                                                                    |

|   |                                                                               |
|---|-------------------------------------------------------------------------------|
| 2 | Suitable power supply or UPS connection.                                      |
| 3 | Access to the network rack and related equipment.                             |
| 4 | Approved IP addressing and VLAN details.                                      |
| 5 | Required network diagrams and configuration information.                      |
| 6 | Access credentials for the existing network infrastructure, where necessary.  |
| 7 | Access to the HPE Instant On cloud portal, if cloud registration is required. |
| 8 | Availability of representatives for testing, approval, and handover.          |
|   | Exclusions                                                                    |
| 1 | Supply of additional copper or fiber cables.                                  |
| 2 | Supply of SFP/SFP+ transceivers.                                              |
| 3 | New rack, cabinet, PDU, UPS, patch panels, or cable-management accessories.   |
| 4 | Civil, electrical, containment, or builder's works.                           |
| 5 | Fiber splicing, termination, or testing.                                      |
| 6 | Major rectification of existing network infrastructure.                       |
| 7 | Configuration of third-party firewalls, routers, servers, or core switches.   |
| 8 | Replacement or repair of defective third-party devices or cabling.            |
| 9 | Ongoing monitoring and maintenance after project handover.                    |
|   | Completion Criteria                                                           |
| 1 | The HPE JL684B switch is securely installed.                                  |
| 2 | Connected devices communicate successfully.                                   |

This sign-off document aims to ensure clarity, accountability, and transparency in the project or task completion process and to avoid any misunderstandings or disputes regarding the outcome.

| PROJECT CLOSURE ACCEPTANCE                                                        |                                  |
|-----------------------------------------------------------------------------------|----------------------------------|
| <b>Account Manager</b><br><b>Mr. Mohammed Farrukh Javed</b>                       | <b>Client</b><br><b>Mr. Ravi</b> |
|  |                                  |

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