

**BELL SYSTEM PRACTICES—9-DIGIT SERIES**  
**GENERAL PLAN**

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**1. GENERAL**

**1.01** This section outlines the general plan for the 9-Digit Series of Bell System Practices. This series employs a uniform numbering plan which can accommodate a wide variety of information and includes the practice information formerly covered in the lettered series and 950 series of practices. It is anticipated that the 9-Digit Series will be the reference library of standard practice documentation.

**1.02** This section is reissued principally to refer to the new name, 9-Digit Series; to show the mandatory allocation of key numbers discontinued; to show the current ratings of Bell System Practices (BSPs); to discuss copyrights and the application

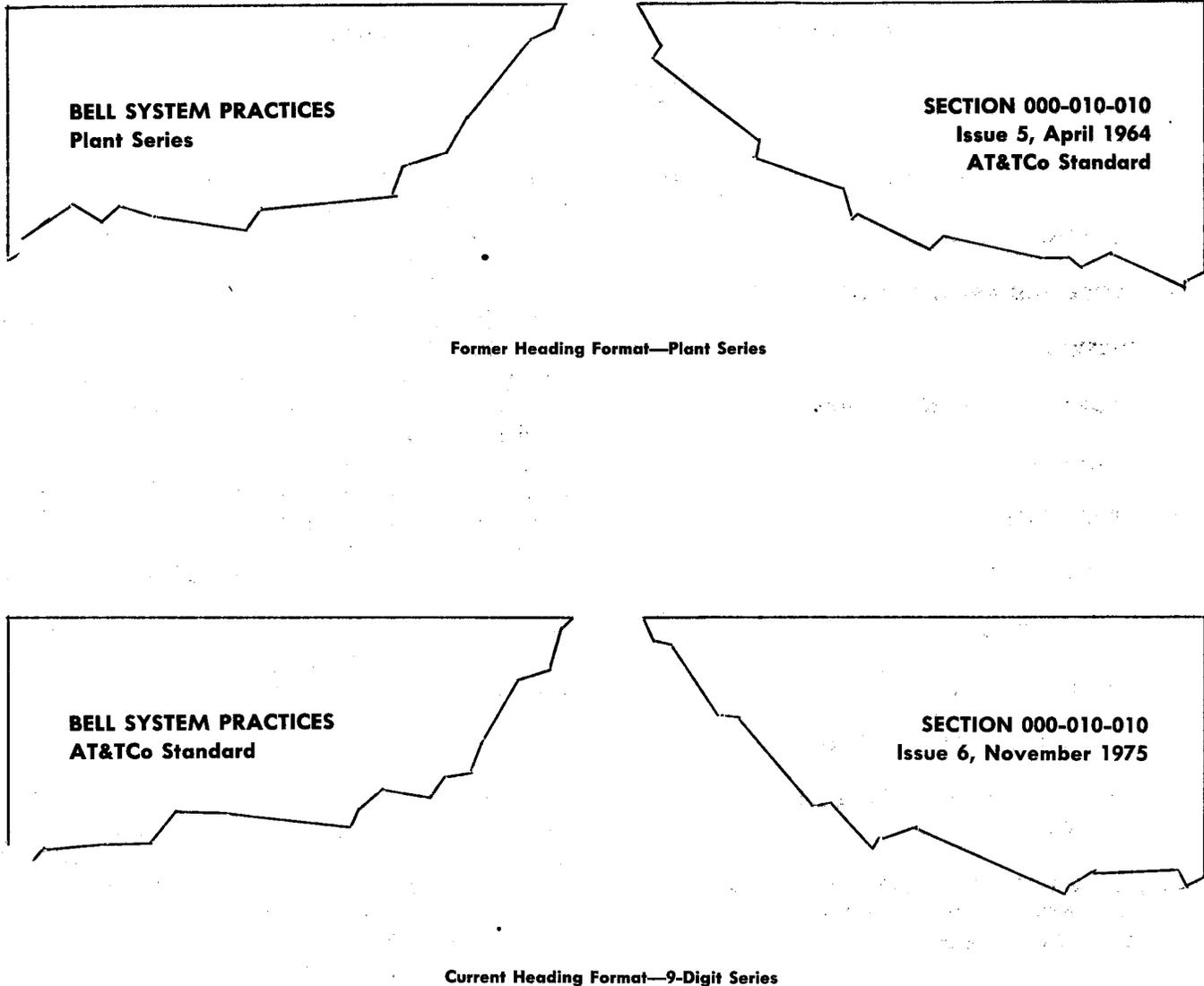
of restrictive notices; and to make other changes to bring the section up-to-date. Since this is a general revision, arrows ordinarily used to indicate changes have been omitted.

**1.03** Bell System Practices are documents authorized by AT&T as the recommended instructions and criteria for planning, engineering, installing, operating, and maintaining communications facilities used in the Bell System. The subjects covered range from apparatus and equipment in the physical plant to business information systems and administrative routines supporting operational functions. The practices provide standards by which the condition of plant or administration is judged, and they outline the accepted procedures for doing what is necessary to maintain those standards. The practices also play an important part in the training of System personnel.

**2. SCOPE AND ARRANGEMENT**

**2.01** A 9-digit numbering plan (XXX-YYY-ZZZ) is used. It provides for uniformity and flexibility in the numbering of practices covering various categories of information. It also provides a convenient means for the ordering and distribution of practices. The former name "Plant Series" has been discontinued to eliminate the implication that the practices were intended only for plant department use. The term "9-Digit Series" can be considered to be interdepartmental in application. A comparison of the formats of the old and new first page headings of these practices is shown in Fig. 1.

**2.02** In this numbering plan the first three digits (XXX) are referred to as division numbers; they are used to designate major categories of information. The second three digits (YYY) can be assigned in a manner that will provide a means of breaking down a division into subcategories of information. The last three digits (ZZZ) are referred to as key numbers. These were originally intended to serve to identify the class of material contained in a particular practice, that is, administrative, description, methods of installing, operating, maintaining, testing, etc. Individual practice



**Fig. 1—Comparison of First Page Heading Formats**

numbers were assigned so that the last three digits fell within the group assigned to cover the subject matter of the practice. With the increasing number of practices in existing categories and the introduction of new classes of material for new categories of practice information, this arrangement became unwieldy and is no longer mandatory. The only key numbers which remain dedicated are the digits 900 through 999 which have been reserved for the numbering of Operating Company practices having local application only [see 12.03(b)]. The general allocation of divisions to the various categories of information and the relationship to the former lettered series practices are shown in Fig. 2.

### **3. INDEXES**

**3.01** The following indexes are provided:

- (a) Section 000-000-000 is the Division Numerical Index of sections in Division 000 with their issue numbers and subjects.
- (b) Section 000-000-001 provides a Master Alphabetical Index of all division subjects and their associated division numbers.

CATEGORY OF INFORMATION	DIVISIONS ALLOCATED	LETTERED SERIES CLASSIFICATIONS
GENERAL INFORMATION	000-019	ALL SERIES - GENERAL - SCOPE AND ARRANGEMENTS
APPARATUS, MISC EQPT, TOOLS, TEST EQPT, POWER, SIGNALING	020-179	(A), (B), (E), AND (R) PRIMARILY
OPERATIONS SUPPORT SYSTEMS	190	NONE
SWITCHING SYSTEMS	200-289	(A) CENTRAL OFFICE MAINTENANCE
TRANSMISSION SYSTEMS AND TESTING	300-379	(E) TOLL TESTROOM OPERATION
RADIO	400-449	(R) RADIO SYSTEMS
CUSTOMER EQUIPMENT		
COMMON	460-469	(C), (B), AND (P)
SPECIAL SERVICES	470-489	(C), (B), AND (P)
STATION	500-529	(C) STATION OPERATIONS MANUAL
PBX	530-559	(B) PBX INSTALLATION AND MAINTENANCE
TELETYPEWRITER	570-589	(P) TELETYPEWRITER
DATA SYSTEMS	590-599	(P) DATA SYSTEMS
OUTSIDE PLANT	620-649	(G) OUTSIDE PLANT CONST AND MTCE
TEST CENTER OPERATION	660-669	(F) LOCAL TESTROOM OPERATION
PLANT ASSIGNMENT	680-689	(M) PLANT ASSIGNMENT
MOTOR VEHICLES	720-729	(J) MOTOR VEHICLES AND CONST APPARATUS
SUPPLIES	740-749	SUPPLY OPERATING PRACTICES
BUSINESS INFORMATION SYSTEMS	750-759	NONE
BUILDINGS	760-779	(H) BUILDINGS
ENGINEERING PLANNING	780-781	NONE
EQUIPMENT ENGINEERING ADMINISTRATION	790	NONE
COMMON LANGUAGE	795	NONE
EQUIPMENT ENGINEERING	800-839	(AA) EQUIPMENT ENGINEERING
TRANSMISSION ENGINEERING AND DATA	850-889	(AB) TRANSMISSION ENGINEERING AND DATA
OUTSIDE PLANT ENGINEERING	900-939	(AG) OUTSIDE PLANT ENGINEERING
RADIO ENGINEERING	940-944	(R) RADIO
TRAINING MATERIAL	945-949	(AF) FOREIGN WIRE RELATIONS
GENERAL DESCRIPTIVE	950-989	(950) GENERAL DESCRIPTIVE

Fig. 2—Scope and Arrangement

## SECTION 000-010-010

(c) Section 000-000-005 provides a Master Numerical Index of all division numbers and the subjects covered by each.

(d) A Division Numerical Index (Section XXX-000-000) is provided for each division and lists all sections in the division with their issue numbers and subjects. This index is updated and released concurrently with any new or reissued section being released in the division. A bullet symbol (●) to the left of a listing in the index indicates a new or reissued section being released. A square (□) to the left of a listing indicates a section being canceled; a note follows the listing to show the reason for the cancellation. The listings of canceled items are deleted on the next issue of the index. Various other symbols are used to denote special conditions of distribution, etc. The purpose of each symbol used in an index is explained in 1. **GENERAL** of that index.

(e) A Division Alphabetical Index will be provided where justified by the number of sections within a division. An example of this type is Section 218-000-001, an index of sections covering No. 5 Crossbar Offices.

(f) An alphabetical index will be provided, where justified, for a group of divisions which cover related material. Examples of these are Section 460-000-006—Alphabetic-Numeric Index—Station, Key, PBX, and Private Service Systems—and Section 620-000-005—Outside Plant Construction and Maintenance—Permuted Alphabetical Index. The suggested key numbers for these alphabetical indexes are -001 for an index covering a single division and -005 and/or -006 for indexes covering a group of divisions. The latter will usually be numbered in the lowest numbered division in the group.

### 4. ISSUE NUMBERS AND RATINGS

**4.01** Each new section is dated and assigned an issue number starting with 1. Each reissue will carry the next consecutive number. When Issue 99 has been reached, the next issue will revert to Issue 1. In some existing practices the issue number is followed by letters A, AC, AR, B, or D to indicate the change classifications which are the same as for equipment and apparatus as described in Section 005-100-105. However, these

letters have no significance in the field and their use on practices has been discontinued.

**4.02** Each section is given a rating as follows:

- (a) **AT&TCo Standard:** Sections approved for general distribution.
- (b) **AT&TCo/BIS Standard:** Business Information Systems sections approved for general distribution.
- (c) **AT&TCo SPCS or AT&TCo/BIS SPCS:** Restricted distribution for use with stored program control systems.

**Caution:** Sections rated SPCS contain especially sensitive proprietary information and their handling requires special precautions and procedures. See Section 000-010-021.

- (d) **Provisional** [applied in place of "Standard" in (a) and (b) above, and in addition to "SPCS" in (c) above]. Informational distribution pending completion of development and/or patent considerations.

**4.03** In some cases in the past, sections intended for use under special conditions and not having general System application were rated AT&TCo Special. Distribution of these sections was limited to the specific areas requiring them, and their listing was withheld from numerical and alphabetical indexes. With the introduction of improved methods of practice distribution, there is no longer a need for the AT&TCo Special rating and the special handling these sections required; therefore, the use of this rating on new or reissued practices has been discontinued. All existing sections rated Special are listed in the appropriate indexes and identified by a special symbol. On reissue of these sections, the rating will be changed to Standard and the sections will be given limited distribution.

**4.04** Some sections in the past were given a rating Provisional Standard. This rating is no longer used. Any existing sections with this rating will, when reissued, be rated Provisional or Standard.

**4.05** Most issues of BSPs, regardless of rating, which contain proprietary technical information will no longer be copyrighted but will carry the restrictive notice indicated in Fig. 3(a). The use

of any other form of restrictive notices is discontinued. Issues of remaining BSPs will continue to be copyrighted [Fig. 3(b)].

**4.06** In some cases, it is necessary to provide and test documentation in practice form for certain initial installation locations before the information is required for System-wide distribution. These sections are dated and numbered according to the 9-digit plan (see Part 2) but issue numbers are assigned alphabetically beginning with A, and they always bear a Provisional rating and the restrictive notice shown in Fig. 3(a). These sections are not included in any division or general index and cannot be ordered except by those locations for which they are authorized. When an Issue A section is approved for general distribution, it is reissued and released as an Issue 1 document with a new rating, if necessary, and is added to the appropriate index at that time.

## 5. ADDENDA

**5.01** An addendum is used to supplement a section and is issued when there is an urgent need to the field for information normally covered in Bell System Practices.

**5.02** An addendum is used when the section it modifies is sufficiently up-to-date or of such size that a revision is not warranted at that time. Such information will be included in the section when it is reissued.

**5.03** An addendum is limited to two pages to be filed ahead of the section it updates. If the information required cannot be contained in two pages, the section itself will be reissued. Furthermore, if the section to be updated is eight pages or less, an addendum will not be used and the section itself will be reissued.

**5.04** When the information is to be further changed in a section having an addendum, the addendum may be reissued according to the guidelines in 5.03. The valid information contained in the earlier issue is included in the new issue so that the section will have only one System-issued addendum at a time.

**5.05** Each addendum carries its own issue number starting with Issue 1 even if it supplements a lettered issue section (see 4.06). Addenda are indicated in the appropriate divisional indexes by the abbreviation "Add" and the issue number. Each addendum indicates in the text the issue of the section with which it is associated. When a section is reissued, the valid material from the addendum will be included in the reissued section and the first addendum thereafter to the reissued section will be Issue 1.

**5.06** All addenda are dated when issued and bear the same rating and legend as the sections they supplement. However, if one reason for issuing an addendum is to change the rating or

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**3(a)**

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**3(b)**

**Fig. 3—Legends**

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legend, the addendum should bear the same rating and legend it is applying to the section.

**5.07** Addenda have been prepared in the past with the new information in replacing pages attached to a pink addendum sheet. The replacing pages were to be inserted in their proper places in the section and the replaced pages removed; the pink addendum sheet was to be filed ahead of the section. The issuance of replacing page addenda has been discontinued. All addenda will be self-contained in one sheet to be filed ahead of the section, as described above.

### 6. APPENDIXES

**6.01** The use of appendixes to practices is rare but may be required to show information which is optional in character or supplemental to the information in the section, such as a glossary.

**6.02** A section may have more than one appendix, numbered sequentially beginning with Appendix 1. Each has a unique title describing its own contents. The appendix carries the same section number, issue number, rating, date, and legend as the section with which it is associated. Appendixes which are stocked separately are shown in the appropriate divisional index by the abbreviation "App" and are ordered separately. Some appendixes may be treated as a part of the section and in this case are not shown in the index.

### 7. SUPPLEMENTS

**7.01** Supplements are used to add, delete, or change information in Equipment Test Lists (ETLs) to avoid the need for reissuing the entire ETL.

**7.02** Because of the activity in BSPs covering equipment tests, changes in ETLs may be frequent. Therefore, a supplement may be reissued to show any new information as well as the valid information from the previous supplement. At intervals, each ETL is reissued at which time the valid information from the latest supplement is included in the ETL. An ETL will have only one System-issued supplement at any time.

**7.03** Supplements are printed on green paper. They show the number and issue of the ETL they supplement and bear a date and rating.

The first issue of a supplement is numbered 1 (SUPL 1); successive issues are numbered sequentially.

### 8. INDICATION OF CHANGES

**8.01** Changed and added portions in the text of sections and appendixes will, when advantageous, be indicated by arrow heads, marginal arrows, or arrowed brackets. Minor changes in tabular material will be indicated by the application of shading over the changed areas. (See Fig. 4.) A new or completely revised table will have arrows enclosing the table designator.

**8.02** Changes will be indicated only if the essential meaning is modified and not for cases where wording only has been revised.

### 9. SIZE, BINDING, AND COLOR

**9.01** Sections (with the exception of those in the form of manuals), addenda, appendixes, and supplements are furnished in size 8-3/8 by 10-7/8 inches or 8-1/2 by 11 inches. The bind edge is suitably punched for approved binders.

**9.02** The following colors of paper are used:

- (a) Sections, Appendixes—White
- (b) Addenda—Pink
- (c) ETL Supplements—Green

### 10. DISTRIBUTION AND REPLACEMENT

**10.01** It is important that the latest issues of sections be used in every case. The latest issue numbers are shown in the division numerical indexes which are automatically updated and released each time there is a new or reissued section released within the division. Only the latest BSP issues are stocked and distributed by the Western Electric Company in Indianapolis. A Bell System Practice Memorandum (BSPM) is prepared with each release of new issues and lists the latest issue numbers of each division numerical index. This is available from Western Electric and may be used as an index checking list.

**10.02** Addenda, appendixes, and supplements may be obtained separately in the same manner as sections. If a section is ordered which has an associated AT&T addendum or supplement, the

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and  $I_p$  controls.

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and  $I_p$  controls.

(16) Increase the sweep by turning the SWEEP control clockwise. Turn the control as far as possible clockwise without causing irregularities at the ends of the oscilloscope trace which cannot be corrected by means of the PLATE TUNING, FEEDBACK TUNING, and  $I_p$  controls.

**Fig. 4(a)—Methods of Showing Changes**

addendum or supplement will be supplied with the section. Appendixes which are stocked separately (see 6.02) should be ordered separately. The procedure for ordering practices is covered in Section 000-010-011.

#### **11. FIELD COMMENTS ON BELL SYSTEM PRACTICES**

**11.01** A standard form is available from the Western Electric Company for submitting field comments on practices. Section 000-010-015 describes this form and the procedures followed in the processing of the comments.

#### **12. PLAN FOR PRACTICES PREPARED BY OPERATING COMPANIES OR OPERATING COMPANY AREAS**

**12.01** Parts 1 and 2, Paragraph 5.07, and Parts 8 and 9 of this section apply to both System-issued and Operating Company-prepared practices.

**12.02** In general, sections, addenda, appendixes, or supplements prepared by the Operating Companies deal with local administration and routines and special conditions or subjects not covered in System-issued practices.

#### **12.03** Numbering:

(a) If a locally prepared section is to be used in place of a System-issued section which it is not adopting, the Company should use the System-issued section number with the proper suffix (see 12.04).

(b) If a section is prepared locally to supplement information which is covered in a System-issued section and the System-issued section is to be retained for use by the Company, the first six digits of the locally prepared section should be the same as those of the System-issued section. The Company should make its own assignment of the last three digits, using the 900-999 block and the proper suffix (see 12.04).

(c) In all other cases, the Company should contact the Bell System Practice Coordinator, American Telephone and Telegraph Company, 195 Broadway, New York, New York, 10007, for the number assignment.

(d) Locally prepared addenda, appendixes, and supplements shall bear the same number as the sections they supplement and the proper suffix (see 12.04).

TABLE A  
96A1 ELECTRONIC LOOP REPEATER  
SUMMARY OF CIRCUIT ORDER AND PERIODIC TESTS

TESTS OR ADJUSTMENTS	CIRCUIT ORDER (SEE PART 2)	PERIODIC TESTS (SEE PART 3)				REFERENCES
		TD	TR	AR	12M	
Electron Tube and 262-Type Switch Tests	X	X		X	X	103-824-501 165B1 Test Set*
Neutral Loop Current	X	X	X	X	X	312-405-500 96A1 Electronic Loop Repeater 103-824-501 165B1 Test Set
RL Lead Current	X	X	X	X	X	312-405-500 96A1 Electronic Loop Repeater 103-824-501 165B1 Test Set
Duplex Control Circuit	X	X	X	X	X	312-405-500 96A1 Electronic Loop Repeater 103-824-501 165B1 Test Set

EQUIPMENT TEST LIST						
B.S.P.	I S S	TEST OR REQT.	EQUIPMENT AND WORK DESCRIPTION	CLASS	FREQ.	JOB NO.
250-913-501	5		(Cont)			
		X	Call Originated From Centralized Supervisory Console	TT		
		Y	Call From Pos to Supervisory	TT		
		Z	Position Trace Key Feature	TT		
		AA	Position Disconnect Function	TT		
		AB	Recycle Timer Failure (With Dual Control)	TT		
		AC	Section Transfer Feature (With Dual Control)	TT		
250-920-501	2		CENTRALIZED SUPERVISORY CONSOLE			
			SD-95979-01 OPERATION TEST			
		A	Call to Console From Cord Switchboard	TT		
		B	Call to Console From 2, 3, 4, 6, 7, 7A, 23-Type Auxiliary Desks	TT		

Fig. 4(b)—Methods of Showing Changes

**12.04** All numbers used on Operating Company sections, addenda, appendixes, or supplements shall be suffixed by the code of the Company writing them. The standard codes for all Companies are listed in Section 751-100-110. See Fig. 5 for examples of typical first page headings of Operating Company practices.

**12.05 *Designating Section Issue:*** The initial issue of a locally prepared section shall be designated by the letter A. Successive issues shall be designated B, C, etc.

**12.06 *Addenda, Appendixes, and Supplements Prepared by Operating Companies:***

(a) Addenda should be used principally to correct and add information which is expected to be covered in the sections when they are next reissued. Each addendum shall refer to the issue number or issue letter of the section it addends.

(b) The first issue of an addendum to a section shall be lettered A. If necessary to further addend that issue of the section, the addendum shall be reissued as issue B, C, etc, as required. Each reissue shall automatically replace the previous issue.

(c) When a locally prepared section is reissued, the material from the addendum, when appropriate, shall be included in the new issue.

(d) Addenda to the reissued section shall be designated as in (b), that is, as Issue A, B, C, etc.

(e) There shall be no more than one locally prepared addendum to either a locally prepared section or System-issued section at one time. There may, however, be both one locally prepared addendum and one System-issued addendum to the same System-issued section.

(f) Appendixes should be used principally to cover administrative information, special instructions, and optional arrangements. Much of this information may be of a permanent nature.

(g) The first appendix to a section shall be numbered 1. If necessary to further append the section, additional appendixes may be issued. They shall be numbered 2, 3, etc. They do not normally replace previously issued appendixes.

(h) Appendixes may or may not be assigned issue designations. If they are, they shall be given lettered designations, each one starting with A. For example, Appendix 1, Issue A; Appendix 2, Issue A, etc.

(i) Since much of the information to be covered in appendixes is expected to be of a permanent nature, appendixes should not normally refer to a specific issue of the corresponding section. Upon reissue of the section, the appendix or appendixes may thereby be retained in good standing.

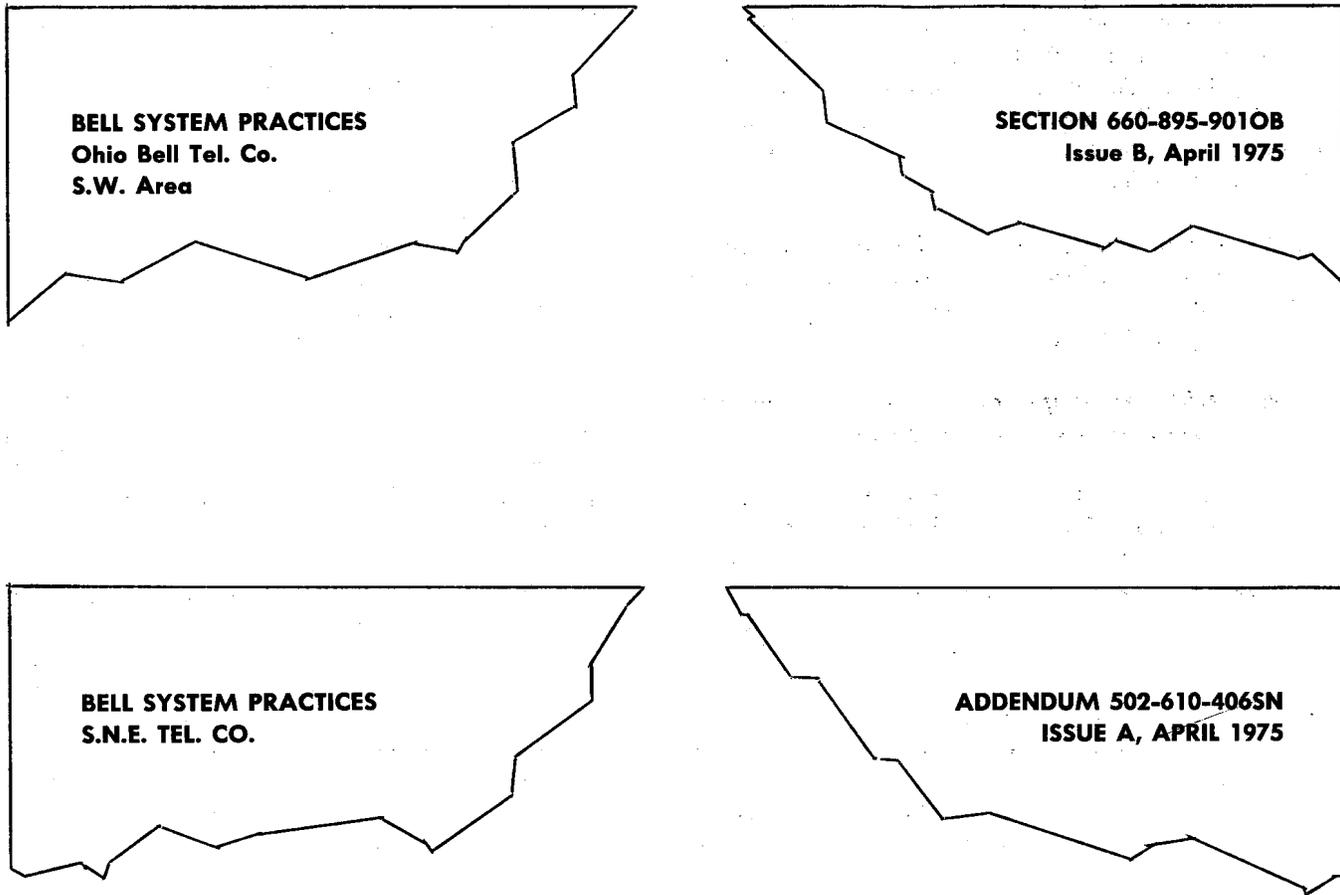
(j) There may be one or more locally prepared appendix in addition to one locally prepared addendum to either a locally prepared section or System-issued section.

(k) Supplements may be used when the nature of the information lends itself to this treatment, that is, information which supplements rather than modifies the information in the section; or when addenda and/or appendixes already exist. Issue designations and reissues may be handled in a manner similar to that for Company-issued addenda or appendixes [as in (d) through (j) above] as determined locally.

**12.07** The Operating Company name (or abbreviation) and Operating Area issuing the section, addendum, or appendix should appear in the place ordinarily occupied by the rating of a System-issued section, as shown in Fig. 5.

**12.08** The recommendations of Operating Company counsel and the Proprietary Information Coordinator should be followed concerning the safeguarding of proprietary information in locally prepared sections. This is particularly important where material is reproduced from publications by AT&T, other Bell System Companies, or an outside organization.

**12.09** Although most locally prepared practices concern administrative information applicable only to the originating company, some local sections, addenda, or appendixes may be considered suitable for System-wide application. In such cases, three copies of the local document should be forwarded to the AT&T BSP Coordinator for review. They should be transmitted via the BSP comment form (see Section 000-010-015).



**Fig. 5—Typical First Page Headings on Operating Company Sections and Addenda**