

HOW TO COMMENT ON BELL SYSTEM PRACTICES

1. GENERAL

1.01 Bell System Practices are the main source of information for the engineering, installation, operation and maintenance of the Bell System's communications plant. The practices must be correct and complete to be effective. The practice user can best judge whether a BSP is accurate and adequate. Comments from the user are helpful in correcting errors and making changes to improve the practices. This section describes how comments can be made.

1.02 There are two kinds of comments. The first, and most important, are *TECHNICAL* and involve such items as:

- (a) Errors in values or requirements to be applied in testing, aligning, adjusting or repair.
- (b) Typographical errors which cause misunderstanding.
- (c) Incorrect references to drawing numbers, codes, specifications, etc.
- (d) Incorrect sequence or points of reference for performing a specific task.
- (e) Any errors or omissions which prevent the successful completion of a job operation, create a hazard to safety or create a misunderstanding.

1.03 Before a technical comment is made, the reasons for difficulty should be carefully reviewed. The originator should be sure that the practice has been applied under the proper set of conditions. Things to be considered are:

- (a) That the practice and issue are right for the item involved as identified by the code, specification or drawing number, or accepted name of the item.

- (b) That proper options, cross connections and wiring changes have been applied.
- (c) That adjustment, alignment, etc, of associated items are correct.
- (d) That any required tools, gauges and materials are as specified.
- (e) That any required test equipment is as specified and is properly calibrated and connected.

1.04 Listed below are typical comments of a technical nature:

"Paragraph 2.37 shows the thickness of the P-243663 feeler gauge as 0.015 inch. It should read 0.0015 inch."

"Test J, Step 11 calls for an MA10 message to be printed. The correct message is an MA07."

"Test C, Step 7 states: 'Connect DC voltmeter between circuit ground (Term. 2B, TS A) and TP1.' Term 2B should read Term 28."

"The verification for Steps 6 and 20 in Test Y states that OOS Lamp 0 or 1 should be extinguished. The lamp actually remains lighted until the NOR key is operated."

"Paragraph 3.04 (b) should be revised to include the use of special eye protection (B Plastic Goggles) when changing filter cells."

1.05 The second kind of comments are *GENERAL*. These are usually suggestions for changes that will improve the usability or effectiveness of a practice, will point out minor errors or will request new or additional BSP coverage. The following are typical:

"The test covering the test set connection and preparation is lengthy and difficult to follow. It is suggested that, on reissue of the section, this information be presented by means of a sketch."

"Although the SD- drawing shows the voltage values at the test points for Test B, it would be more convenient and would save time if these values were shown in a table in Test B."

"Table A should be ruled horizontally to make it easier to read across."

"The word 'aximuth' in Paragraph 2.02 should read 'azimuth'."

2. PROCEDURES

Using Form E-3973

2.01 A form letter is provided for making comments. It is Form E-3973 (dated 4-71) illustrated in Fig. 1. It is available from the Western Electric Company in packages of one hundred (four pads of twenty-five each) and is ordered in a manner similar to that for ordering stationery.

2.02 The BSP section number, issue number and title should be filled in and the comment stated in the space provided. If additional space is required for more detail, sketches, etc., sheets may be attached to the form. The name and telephone number of a person who may be contacted for further information should be supplied. All entries on the form should be *typed* or *printed*.

2.03 Local procedures for handling these comments should be followed. These usually require forwarding the comments through the lines of organization to the responsible telephone company staff group. The latter will forward two copies of the form and any attachments to the AT&T BSP Coordinator at the address shown on the form. If a local procedure is not in effect, the two copies should be forwarded directly to the AT&T address.

2.04 The comments may be resolved either by AT&T or by the Western Electric Company Bell System Data Design Engineering organization. A reply in writing or by telephone will be provided to the originator of the form.

Using BSP Cover Sheet

2.05 A direct means of making comments may be provided as part of certain practices. This will be in the form of a cover sheet preceding the first page of the practice. (See Fig. 2). The BSP number, issue number, title, address to which it should be sent and any necessary explanation of the conditions of use are printed on the form. Space is provided for entering the comment and the address of the sender. All entries should be *typed* or *printed*. This method of commenting will expedite urgent changes and corrections.

2.06 Replies will be provided to the sender either in writing on the form itself or by telephone.

Bell System Practices -- Comments

Form E-3973 (4-71)
BSP 000-010-015

Bell System Practices Coordinator
American Telephone and Telegraph Company
195 Broadway, New York, New York 10007

Date:

The following comments pertain to Bell System Practices and should be considered in connection with:

(a) Revision of Section
Title:

Issue

Classification:

Urgent

Necessary

(b) The preparation of a new section.
Subject:

Deferrable

Comments: (Please Type or Print)

(Please Type or Print)

For Further Information, Contact:

Send Reply to:

Name:

Name:

Tel No.:

Title:

Company:

Address:

Zip Code:

Attached:
Duplicate Copy
with Attachments

Printed in U.S.A.

Fig. 1

BELL SYSTEM PRACTICES
AT&TCo Standard

SECTION XXX-YYY-ZZZ
Issue Date

TITLE OF BSP

Note: This form is intended for use in submitting information on errors in the above numbered Bell System Practice. (See BSP 000-010-015)

Mail directly to:
Bell System Practices Coordinator
American Telephone and Telegraph Company
195 Broadway, New York, New York 10007

Date:

Comment: (Please Type or Print)

Submitted by: (Please Type or Print)

Name:	Title:	Telephone No.:
Company	Address:	Zip Code:

For Reply

Printed In U.S.A.

Fig. 2