

BELL SYSTEM PRACTICES – ADMINISTRATION

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1. GENERAL

1.01 This section outlines responsibilities for the administration of Bell System Practices in the Pacific Northwest Bell Telephone Company.

1.02 This section is reissued to remove references to "Plant Series" and to update information on the use of Form P-7212 (Fig. 1). As this is an extensive revision, arrows are omitted.

1.03 General Administration – Engineering and Plant has the administrative responsibility for the nine digit Bell System Practices (BSP). This responsibility is assigned to the Operations Supervisor (Practices).

1.04 All nine digit practices, written by PNB are officially issued by the Assistant Vice President – Engineering and Plant. Each practice is approved by a Division level supervisor in General Administration and the appropriate District level supervisors from Engineering and Plant in each Area. Administrative practices are approved only by the responsible departments.

2. RESPONSIBILITIES

2.01 The Operations Supervisor (Practices) handles all practices for PNB. It is his responsibility to:

- (a) Review all AT&T Company Standard, Long Lines, and other operating company practices to determine the need for changes or additions prior to adoption in PNB.
- (b) Coordinate the adoption of new Bell System Practices.
- (c) Coordinate the preparation and approval of all locally written PNB sections, appendices and addenda.
- (d) Administer the assignment of practice numbers in PNB.
- (e) Coordinate the conversion of letter series practices into the nine digit series.
- (f) Administer the Direct Coded Distribution Plan.
- (g) Coordinate the review of practice requests (Form P-7212) with General Administration and Area Staff people.
- (h) Prepare Form E-3973 to inform AT&T of needed changes or to forward comments relating to AT&T Standard practices, according to Addendum 000-010-015PN and Section 000-010-015.
- (i) Represent PNB and maintain liason with all other operating companies and AT&T in BSP matters.

2.02 In the Areas, the Plant Results Supervisors, District Engineers – Transmission and Equipment Maintenance, and Engineering Supervisors – Outside Plant coordinate practice matters, for their respective departments, with General Administration. Their basic responsibilities are to:

- (a) Review Form P-7212 and secure agreement on the suggested action within the Area before the P-7212 is forwarded to General Administration.
- (b) Route answers to P-7212, regarding action taken, to the originator.



- (c) Act as a point of contact for review and approval of PNB, Long Lines or other operating company BSPs.
- (d) Approve locally written BSPs for their department.

3. PRACTICE USAGE

3.01 PNB will use AT&T Standard Practices whenever possible.

3.02 For locally written practices, PNB will adhere to the general plan for handling Bell System Practices as outlined in Section 000-010-010.

3.03 PNB practices, as required, are prepared under the direction of the Operations Supervisor (Practices). All PNB practices are issued on a company basis if possible.

4. FORM P-7212 - BELL SYSTEM PRACTICES - COMMENTS, INQUIRIES OR RECOMMENDATIONS

4.01 Use Form P-7212 to refer comments, inquiries or recommendations on Bell System Practices to the Operations Supervisor (Practices). (Fig. 1.)

4.02 Route Form P-7212 through lines of organization (Fig. 2). The originator retains the goldenrod copy and forwards the remaining copies intact. (Pink, yellow and white copies.)

Note: Supporting information clarifying the nature and the need should be included in the "Descriptions and Comments" space. If necessary, an attachment may be added.

The Area supervisor, designated in paragraph 2.02, reviews and evaluates the request. He retains the pink copy and forwards the remainder of the set to the Operations Supervisor (Practices).

4.03 The Operations Supervisor (Practices) processes and coordinates the request with the assistance of the appropriate General Administration and Area Staffs. After the necessary action has been completed, the yellow copy, showing disposition, is returned to the originator through lines of organization.

4.04 Form P-7212 is a prenumbered 4-part snapout form and may be ordered from the Stationery Distribution Center, Seattle by the "each".

5. STATUS OF FORMS P-7212

5.01 The status of all Forms P-7212 is reported periodically by General Administration.

5.02 The status report indicates (1) the BSP section number, (2) P-7212 number, (3) subject and title, (4) the date the practice was assigned and (5) present progress or action.

5.03 As each P-7212 is satisfied, it is closed out on the status report and removed from succeeding reports.

6. PREPARATION OF PNB PRACTICES

6.01 After the decision is made that a practice should be written, the P-7212 request is assigned to a member of the practice writing group. Draft copies of the proposed new or revised instructions are then prepared from the information furnished with the P-7212.

6.02 To obtain the expertise of General Administration and the Area Staffs these draft copies (comment copies) are usually forwarded for suggestions and review. The comment copy is accompanied by a "Request for Comments" memorandum and a comment copy mailing list (list of persons receiving the request for comments).

6.03 After the comments have been received and reviewed, the draft copy is revised and then typed in standard BSP format.

6.04 The BSP in standard format is then forwarded for approval (see 7.05 and 7.06).

7. ADOPTION AND APPROVAL OF BSPs

7.01 AT&T Company standard practices are adopted for use in PNB unless their content is contrary to PNB operating procedures. Practices having no current application in PNB (eg. PICTUREPHONE®) are adopted but not distributed to the field.

7.02 Practice adoption is determined by reviewing the "advance printing" copies which arrive 4 to 6 weeks prior to formal distribution by the Western Electric Company.

7.03 Quick copies are made of the first page of Issue 1 advance printings. The suggested distribution codes are written under the section number. These copies are sent to responsible Area and General Administration Staff personnel with a transmittal note.

7.04 Each office receiving the copies may comment on the need for an addendum, appendix, or the practice itself. They may comment on the distribution codes also. In the absence of contrary information, the practices will be distributed according to the codes written on each practice.

7.05 Locally written practices, in their final form, are forwarded for approval on Form P-7216 (Fig. 3).

These practices are reviewed and approved by the appropriate General Administration Staff groups before being forwarded for Area approvals.

7.06 The Form P-7216 is dated to allow one week for approvals and return to the Operations Supervisor (Practices). This is done to limit the time interval from the approval stage to final distribution to not more than four weeks.

MANUFACTURED IN SEATTLE BY LOTHROP BUSINESS FORMS

RSP 000-010-900 PN

P 7212 (12-68)

BELL SYSTEM PRACTICES
 Comments, Inquiries or Recommendations
 GENERAL ADMINISTRATION/ENGINEERING-PLANT

No. 2100

- TO DISTRICT OFFICE _____
 DIVISION OFFICE _____

 PLANT RESULTS SUPERVISOR _____
 OPERATIONS SUPERVISOR _____
 201 UNITED PACIFIC BLDG., SEATTLE, WASH., 98104

AREA	DATE
ORIGINATOR	
ADDRESS	
CITY	TEL. NO.

To be filled in by originating group

BSP NUMBER	ISSUE	SUBJECT OR OTHER IDENTIFICATION			
(X CHECK APPROPRIATE BOXES)					
<input type="checkbox"/> NEW SECTION	<input type="checkbox"/> REVISION	<input type="checkbox"/> CANCELLATION	<input type="checkbox"/> OTHER	<input type="checkbox"/> URGENT	<input type="checkbox"/> NECESSARY <input type="checkbox"/> DEFERRABLE

DESCRIPTION AND COMMENTS (INCLUDE DATE NEEDED & WHY) _____ ATTACHMENT

SIGNED	DATE	APPROVED - ENGR. DIST. LEVEL	DATE	APPROVED - PLANT DIST. LEVEL	DATE
--------	------	------------------------------	------	------------------------------	------

To be completed by General Administration

REFERRED TO	DATE	SCHEDULED	
		START DATE	COMP. DATE

ASSIGNED TO:	TEL. NO.	COMPLETED BY (NAME)	DATE
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Forward remaining copies with carbons intact.

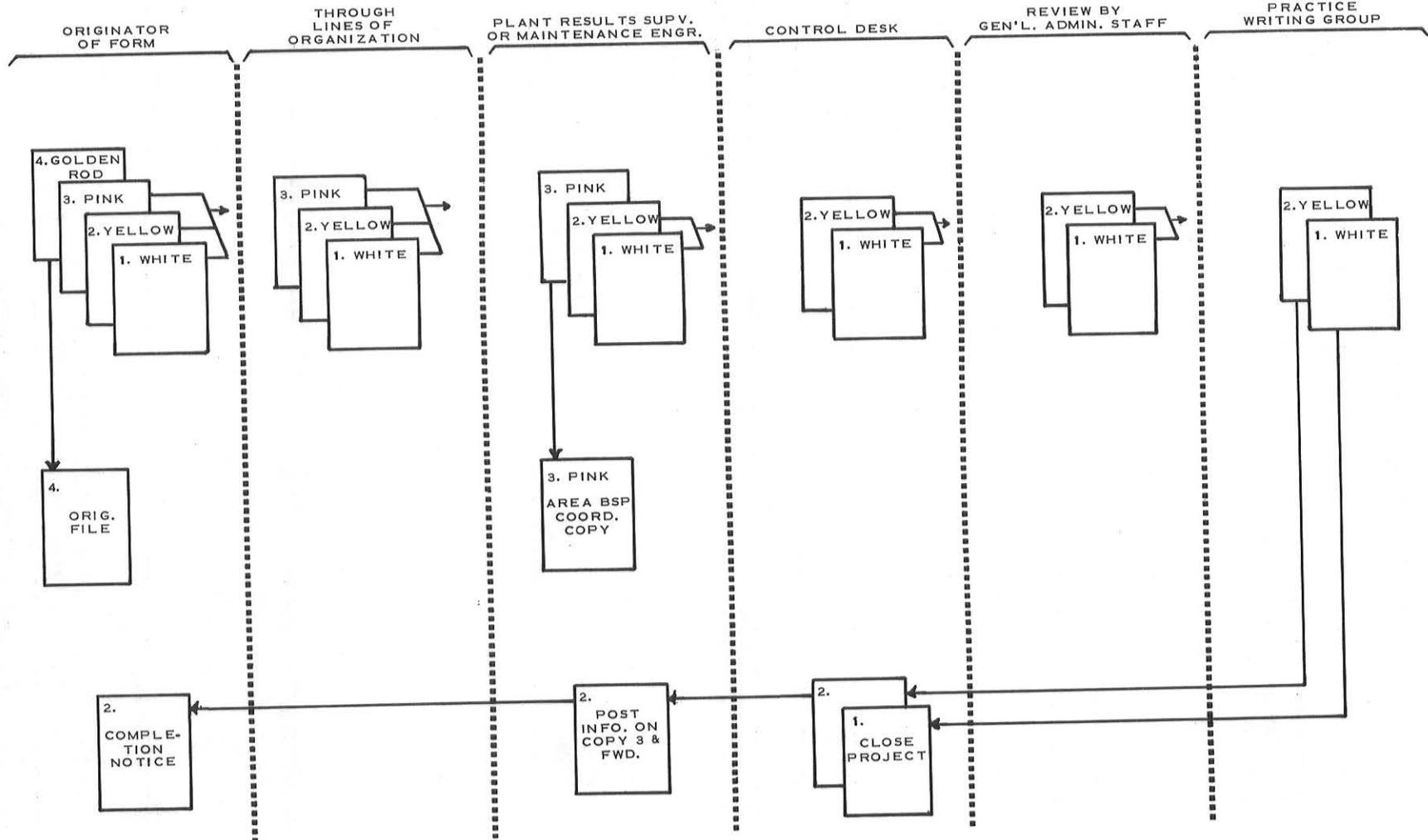
ABEYANCE COPY

Fig. 1 - Form P-7212, BSP Comments, Inquiries or Recommendations

GENERAL ADMINISTRATION
ENGINEERING AND PLANT

OPERATIONS SUPERVISOR - PRACTICES

AREA



ROUTING OF FORM P7212

Fig. 2 - Routing of Form P-7212

PLANT PRACTICE APPROVAL

DATE _____ REPLY REQUESTED BY _____

- TO GENERAL OPERATIONS SUPERVISOR _____
- DISTRICT ENGINEER - TRANSMISSION AND EQUIPMENT MAINTENANCE _____
- PLANT RESULTS SUPERVISOR _____
- ENGINEERING SUPERVISOR - OUTSIDE PLANT _____
- _____

THE ATTACHED PRACTICE IS FOR YOUR REVIEW AND APPROVAL.

B.S.P. _____ TITLE _____

SYNOPSIS _____

DISTRIBUTION CODES _____

FOR QUESTIONS CALL _____ TEL. NO. _____

COMMENTS _____

APPROVED _____ TITLE _____ DATE _____
FOR GENL. ADMIN.-ENGINEERING

APPROVED _____ TITLE _____ DATE _____
FOR GENL. ADMIN.-PLANT

APPROVED _____ TITLE _____ DATE _____
FOR AREAS

PLEASE RETURN TO: OPERATIONS SUPERVISOR - PRACTICES
201 UNITED PACIFIC BUILDING, SEATTLE

Fig. 3 - Form P7216, Plant Practice Approval