



REPORTING AND CLEARING OUTSIDE PLANT CONDITIONS REQUIRING CORRECTION

Contents	Page
1. GENERAL	1
2. INSPECTIONS—NORMAL WORK VISITS, SIGNATURES AND APPROVALS	1
3. REPORTING AND CLEARING HAZARDOUS PLANT CONDITIONS	1
4. REQUESTS FOR TREE TRIMMING OR REMOVAL	2
5. DESCRIPTION AND USE OF FORM P 3028	3
6. FILING AND ROUTING OF FORM P 3028 (Exhibit 1)	4

1. GENERAL

1.01 This section describes the authorized administrative procedures for use of Form P 3028, Plant Work Order, to inform another force group of a plant condition to be corrected or work needed to be performed by that group.

1.02 This section is being reissued as Issue A due to the cancellation of the previous issue in September 1986 and to reflect all changes in Department names and operating procedures.

2. INSPECTIONS—NORMAL WORK VISITS, SIGNATURES AND APPROVALS

2.01 All forces shall follow these procedures when making visual inspections during normal work operations.

2.02 Each employee must watch for any hazardous condition, G.O. 95 (aerial plant) or G.O. 128 (buried and underground plant) violation, or potential service impairment.

- (a) The goal is to correct any unsatisfactory conditions found during the visit.
- (b) Supervision should be certain that a reasonable effort is made to meet this objective in keeping with force management and safety concepts.

2.03 The employee shall prepare Form P 3028 and give it to the supervisor if the plant condition is unable to be corrected because of:

- Lack of time
- The nature of the work
- Improper equipment or material.

Verbal or other informal notification to the correcting employee is not permitted, except as described in Paragraphs 3.01 through 3.04.

2.04 Second level management approval is the minimum requirement for the originating force.

2.05 When a Contract Administrator finds a plant condition requiring contract work, Form P 3028 can be initiated by that first level manager, providing it is approved by the responsible second level or district level manager.

2.06 The employee of a contractor working for Pacific Bell/Nevada Bell may prepare and initial Form P 3028, but may not sign it. All signatures must be by Company employees only.

3. REPORTING AND CLEARING HAZARDOUS PLANT CONDITIONS

3.01 A hazardous condition is one which presents an immediate hazard to workers or the general public and requires emergency corrective action.

3.02 Report verbally to the Maintenance Center (MC) or the Construction Management Center (CMC), whichever is appropriate, all hazardous plant conditions, such as:

- (a) A power wire contacting telephone plant (see Section 010-810-901PT).

SECTION 001-390-100PT

- (b) Poles or cables in danger of falling due to wind, soil conditions, hazardous tree conditions, etc.

3.03 Refer reports of this type to a supervisor for disposition. The supervisor shall:

- (a) Dispatch a field supervisor to verify that the condition warrants emergency handling.
- (b) If appropriate, take the steps necessary to warn the general public and all employees working in the vicinity of the location. If a cable count is hazardous, notify all appropriate forces.
- (c) Follow up the initial report to determine that the condition is corrected.

3.04 The field supervisor checking the report shall:

- (a) Determine if the report qualifies as a hazardous condition. If so, have the hazard cleared.
- (b) Report the condition to the Construction force, if required.
- (c) Keep the dispatching supervisor, the MC (if supervisor is not part of the force), and if appropriate the CMC, informed of the progress of the work, together with the estimated time of clearance.
- (d) Prepare and forward a confirming Form P 3028 to the completion file for the force completing the work. This is required for the time reporting audit trail.
- (e) Form P 3028 requiring contract work can be initiated by the First Level Manager responsible for Contract Administration, or persons under contract to Pacific Bell as Contract Administrators, providing they are approved by the Responsible Contract Administration Second Level or District Level Manager.

4. REQUESTS FOR TREE TRIMMING OR REMOVAL

4.01 This part describes the procedure to be followed when preparing a Plant Work Order (Form P 3028) for the trimming or removal of trees not considered to be a hazardous condition. (See Section 3.01 for the definition of hazardous condition.)

4.02 Form P 3028 must provide the following information to properly prepare the contractor's work order:

- (a) Location of tree or trees by street address.
- (b) Exact location of the tree or trees on the property (provide sketch and measurements when required for clarity).
- (c) Property owner:
 - Private
 - City
 - County
 - State Division of Highways
 - State Division of Forestry
 - United States Department of Agriculture—Forest Service
- (d) Name of party giving permission and who received it.
- (e) Number of trees to be trimmed or removed.
- (f) Kind of tree—if known.
- (g) Reason for request.
- (h) Recommendation:
 - Remove
 - Tunnel through
 - Trim to clear cables

4.03 All necessary permission for tree trimming operations on private property shall be obtained by the form originator's supervisor, and appropriate Second Level Manager.

4.04 Permits for tree trimming on city, county, state, and federal properties must be obtained, prior to all trimming operations, by Pacific Bell or the contractor as required by the governing body.

5. DESCRIPTION AND USE OF FORM P 3028

5.01 Form P 3028, Plant Work Order (Plant Conditions Requiring Correction), is a 5-part snap-out form with pre-printed serial numbers. This form must be filled out and completed in ink. Copies are identified as follows:

- (a) White—work copy
- (b) Blue—centralized tally copy or spare copy
- (c) Pink—file copy
- (d) Green—spare copy (for local use—usually kept by the originator)
- (e) Yellow—to be returned to the originator after completion

5.02 Use Form P 3028:

- (a) To report plant conditions requiring correction, if the employee observing the condition or receiving the report is unable to correct it, such as tree trimming, aerial plant clearances, sunken trench, etc.
- (b) As a Plant Work Order or recommendation.

NOTE: Listed below are work functions that can be completed on P 3028's in lieu of a Routine order or a Specific Estimate.

- (a) All "R" work.
- (b) All "M" work with CF-1025 (location records correction/change) prepared and sent to Location Records.
- (c) Buried Service Wire—any length.
- (d) Terminal replacements less than 100 Pr. (except for building code, 32C). 32C requires a Routine Order.
- (e) Replace cable less than a unit of property. Replace cable, like for like, same size, same gauge, and same length (only if less than a unit of property). Changes in cable type, gauge, and length require a Routine order or Estimate.

(f) Rodding, Slugging, Proving duct structure, chargeable to "M & R". Rodding, Slugging, Proving associated with "C" can be completed on a P 3028 with Cost charged back to the R.O. or Est.

(g) Replacement of LIKE FOR LIKE handholes or splice-boxes, if no change in ties or movement from original location has occurred.

Routine Order required for placement of all boxes, where original location did not have one. (Adding to Plant, if item is unit of plant. 30" x 60" or larger)

Upgrading existing Boxes to larger dimensions requires a R.O., if item is unit of plant. (30" x 60" or larger)

(h) Replacement of conduit structure less than termination to termination. Change in structure size requires a R.O. or Estimate.

(i) Plant Damage cases require a KEEP COST Routine Order, if charges are to be billed.

(j) Adjusting Manholes, rings and necks to grade after street repairs or repaving.

5.03 Entries of Form P 3028 (see Exhibit 1):

- (a) HAZARDOUS CONDITION **1** : Check (✓) when condition presents an immediate hazard to workers or the general public. Be sure you have complied with Part 3 first.
- (b) G.O. 95 VIOLATION or G.O. 128 VIOLATION **2** : Check (✓) when the condition is either a G.O. 95 violation or G.O. 128 violation in California, or an NESC violation in Nevada.
- (c) OTHER UNSATISFACTORY CONDITION **3** : Check (✓) when other conditions are encountered, such as potential service impairments.
- (d) To **4** : The name of an individual/Department and address that the P 3028 will be sent to for corrective action. This part will only be filled out if forwarded.
- (e) Enter Geographical Code **5** .
- (f) Enter office or exchange **6** .

SECTION 001-390-100PT

- (g) Enter date issued **7**.
- (h) Use 90 calendar days from Date Issued **8**.
- (i) Originator enters a telephone that is associated with the problem to be corrected, if appropriate **9**.
- (j) Originator enters, if appropriate. May be entered by the MC, if it is the controlling office **10**.
- (k) If required **11**.
- (l) Enter the control office and address **12**.
- (m) Originator enters complete address of the location being reported **13**.
- (n) Originator enters a complete description of work to be done **14**, including:
 - (1) Number of defects to be corrected.
 - (2) Estimated work-hours required to complete.
 - (3) Number of employees required.
 - (4) Sketch, if appropriate.
 - (5) Any recommendations.
- (o) Originator signs and enters title **15**.
- (p) Originator's supervisor signifies the field has checked or reviewed the report and concurs **16**.
- (q) This space **17** is for second-level approval.
- (r) This space **18** is for appropriate Second Level approval of other force.
- (s) Correcting worker to enter disposition **19**.
- (t) Show the number of defects corrected **20**.
- (u) The correcting employee shall sign, date, and enter the R/C and time spent completing the work **21**.

**6. FILING AND ROUTING
OF FORM P 3028 (Exhibit 1)**

Establishing a Control File

- 6.01** Each MC or CMC shall maintain a Plant Work Order, Form P 3028, control file. The file may be maintained in DPAC-type books.
- 6.02** Plant Work Orders must be approved by a second-level manager.
- 6.03** Reports prepared by the field forces as outlined below shall be forwarded as follows:
 - (a) Maintenance Center (MC)/Installation Center (IC) forces shall send all but the green copy of each P 3028 to the MC/IC forms control file.
 - (b) Construction forces shall send all but the green copy of each P 3028 to the Construction Management Center (CMC) forms control file.
 - (c) Engineering forces shall:
 - (1) When a routine order is not required, send all but the green copy of each P 3028 to the forms control file of the force group responsible for correcting the condition.
 - (2) When a routine order is needed to correct the condition:
 - Prepare a routine order within 30 days and cross reference it with the Form P 3028 serial number.
 - Enter the routine order number and expected completion date on the (pink, white, and yellow) file copies for Form P 3028. Send them to the Construction forms control file.
 - (d) Contract Administrators shall:
 - (1) When a routine order is not required, send all copies of each report to the forms control file of the force group responsible for correcting the condition.

(2) When a routine order is needed to correct the condition:

- Request a routine order within 30 days and cross reference it with the Form P 3028 serial number.
- Enter the routine order number and expected completion date of the (pink, white and yellow) file copies for Form P 3028. Send them to the Construction forms control file.

6.04 The MC and CMC Form P 3028 control file shall be divided into the following sub-sections:

(a) Uncompleted reports:

- (1) When forms are received, check them against the pending file to eliminate duplicate reports.
- (2) File the pink and yellow copies in alpha-numerical sequence by location, i.e., exchange, street name, and number.

(b) Completed reports: File the completed work copy (white) in numerical sequence by the serial number.

Control File Handling Procedures of Uncompleted Reports

6.05 In each case, as determined locally, the green copy may be retained by the originator.

6.06 Corrective action to be taken by the reporting force group:

- (a) File the pink and yellow copies as described in Section 6.04 (a) (2).
- (b) Send the white work copy to the field for corrective action.

6.07 Corrective action to be taken by another force group:

- (a) Send all copies except green (See Section 6.05) to the responsible force group's forms control file.

(b) The responsible force forms control file group will handle form as follows:

- File the pink and yellow copies in the uncompleted file as described in Section 6.04 (a) (2).
- The yellow copy shall be used as a completion notice to the originating force (see Section 6.11).

(c) Send the white work copy to the field for corrective action.

(d) All "M" work with CF-0125 (Location Records Correction/Change), if required, prepared and sent to Location Records.

6.08 Routine order needed before plant condition can be corrected:

(a) The MC/IC shall send all copies except green (See Section 6.05) of Form P 3028 to the CMC control file group.

(b) The Construction control file shall:

- (1) File the pink copy as covered in Section 6.04 (a) (2).
- (2) Send the yellow and white copies to the Plant Engineering force.

6.09 Engineering shall:

- (a) Enter the P 3028 serial number on the routine order.
- (b) Enter the routine order number and expected completion date on the yellow copy of Form P 3028. Return this copy to the Construction forms control file for filing with the pink copy.
- (c) Attach the white work copy of Form P 3028 to the work copy of the routine order, and send to the Construction field forces for correction.
- (d) Reporting codes "R" (Repair) do not require a routine or estimate work order.

Note: When a condition needing correction is hazardous or requires immediate completion, advance a routine order to the Construction force.

SECTION 001-390-100PT

IMPORTANT: Listed below are work functions that can be completed on P 3028's in lieu of a Routine Order or a specific Estimate.

- (e) All "M" work with CF-0125 (location records correction/change), if required, prepared and sent to Location Records.
- (f) Buried service wire—any length (R & M reporting code)
- (g) Terminal replacements less than 100 Pr. (except for building code 32C). 32C requires a R.O.
- (h) Replace cable less than a unit of property. Replace cable, LIKE FOR LIKE, same size, same gauge, and same length only if less than a unit of property. Changes in cable type, gauge, and length require a routine order or estimate.
- (i) Rodding, Slugging, Proving duct structure, chargeable to "M & R".

Rodding, Slugging, and Proving associated with "C" can be completed on a P 3028 with Cost charged back to the R.O. or Est.

- (j) Replacement of LIKE FOR LIKE handholes or splice-boxes, if item is unit of plant (30" x 60" or larger), if no change in ties or movement from original location has occurred.

R.O. required for placement of all boxes, where original location did not have one. (adding to plant, if item is unit of plant 30" x 60" or larger)

Upgrading existing boxes to larger dimensions requires a R.O., if item is unit of plant. (30" x 60" or larger)

- (k) Replacement of conduit structure less than termination to termination. Change in structure size requires a R.O. or Est.

- (l) Plant Damage cases require a KEEP COST routine order, if charges are to be billed.

- (m) Adjusting manholes, rings and necks to grade after street repairs or repaving.

6.10 When completing the work as outlined on the report, the field employee shall:

- (a) Show work done, number of defects cleared, time spent, and date, and sign the form.
- (b) Send the completed work copy to the force group's P 3028 forms control file.

Control File Handling Procedures of Completed Reports

6.11 When the completed white work copy is received, remove the (pink) file copy and destroy. Send the yellow and a copy of the completed P 3028 form to the originating force as a completion notice. If a copy of the completed P 3028 can not be obtained, show on the yellow copy the date completed.

6.12 File the white work copy in numerical sequence in the completion section of the file. Completed Forms P 3028 should be destroyed as determined by Standard Instruction (SI) 9 or local conditions.

6.13 Each month, the uncompleted file should be purged of P 3028s older than 90 days. Those older than 90 days should be followed up on and resolved by the second level responsible for the file.

6.14 When completed, a copy of the P 3028 should be returned to the originator.

PLANT WORK ORDER (PLANT CONDITIONS REQUIRING CORRECTION)			
<input type="checkbox"/> HAZARDOUS CONDITION		<input type="checkbox"/> GO 95 VIOLATION	
<input type="checkbox"/> OTHER UNSATISFACTORY CONDITION		<input type="checkbox"/> GO 128 VIOLATION	
TO: _____		SERIAL NO. M 9994	
TO: _____		DISTRICT 5	
RETURN TO: CONTROL PSC/CONST OR TOLL MTCE CENTER		OFFICE OR EXCH 6	
OFFICE AND ADDRESS	RETURN ADDRESS 12	DATE ISSUED 7	DATE DUE 8
EXACT LOCATION OF CONDITION 13		TEL NO 9	TYPE SERV 10
		IPTY 10	ACCESS INFO 11
DESCRIBE CONDITION AND WORK TO BE DONE: NUMBER OF DEFECTS TO BE CORRECTED <input type="checkbox"/>			
ESTIMATE MAN HOURS TO COMPLETE _____			
NUMBER OF WORKMEN REQUIRED _____			
USE SKETCH IF APPROPRIATE			
REPORTED BY 15 _____ (TITLE)		APPROVED 17 _____ (TITLE)	
CHECKED BY 16 _____ (TITLE)		APPROVED 18 _____ (TITLE)	
DISPOSITION - WORK DONE 19		NUMBER OF DEFECTS CORRECTED <input type="checkbox"/> 20	
COMPLETED BY 21 _____		DATE COMP _____	R/C 21 _____
		HOURS 21 _____	
WORK COPY			

EXHIBIT 1