

REPLACING INSULATING GLOVES AND BLANKETS

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1. GENERAL

1.01 This section tells how to order insulating gloves and blankets and return them for replacement. It will help to make sure that replacement gloves and blankets are available within the required test period.

1.02 It is reissued to:

- Update the ordering procedure to allow the Future Day Order process of the TWIS Ordering System.
- Provide a means of crediting the returning location.
- Include the appropriate legend on Page 1 in accordance with AT&Ts "Guidelines and Procedures for Safeguarding Information" and Pacific Company's System Instruction (SI) 178.

Note: Marginal arrows used to denote changes are omitted.

1.03 Insulating gloves and blankets provide protection for employees whenever foreign electrical potentials may be encountered. The gloves and blankets *must* be replaced periodically and returned to the Western Electric (WE) Company for electrical tests.

1.04 Employees assigned to work on plant, where foreign electrical potentials may be encountered, *must* be thoroughly familiar with Sections 081-710-100 and 081-710-200.

2. RESPONSIBILITIES

2.01 It is the responsibility of each employee involved to follow the test, inspection and replacement procedures described in the sections listed in 1.04.

2.02 The WE instructions state that no gloves or blankets will be shipped within 6 months of the "return for test date" shown on them. The test date is marked on the back of the gloves and near an edge on the blankets.

2.03 If new or replacement gloves or blankets are shipped during that 6 month interval, take the following action:

- (a) File a report of unsatisfactory shipment as described in SI 60, Section 2.
- (b) Hold the items until the District Manager-Supplies Procurement or Invoice Supervisor instructs what to do with them.

3. ORDERING

3.01 Upon receipt of a shipment of insulating gloves or blankets, take the following action.

- (a) Immediately prepare Form P 2361-FA, Supplies Memo Order, ordering replacement gloves or blankets (Exhibits 1 and 2). Follow the instructions in SI 60, Section 2, Temporary Supplement 1.
- (b) Enter the date the replacements are wanted in the "Date Wanted" space (⑤) of the Form P 2361-FA. This date must always be sometime prior to the "return for test date" shown on the replacements. The date entered must be less than 6 months from the date of the Form P 2361-FA.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement

SECTION 001-410-101PT

(c) Enter the notation "INSULATING GLOVE REPLACEMENT" or "INSULATING BLANKET REPLACEMENT", in the Special Instruction space (Ⓢ) of the P 2361-FA.

(d) Prepare separate P 2361-FAs for gloves and for blankets. **DO NOT** order any other materials on the same P 2361-FA with gloves or blankets.

(e) Mail the original copy of the P 2361-FA to your Supply Distribution Center (SDC).

(f) Place the duplicate copy of the P 2361-FA in the abeyance file. If the replacements have not arrived by the wanted date, call the Supplies Service Group at the SDC. Ask for an investigation and the shipping date.

3.02 The order will be stored in the computer until the wanted date.

3.03 At the time the requisition is produced, an Order Information Feedback (OIF) will also be produced and sent to the ordering location. This OIF tells the status of the order.

4. RETURNING

4.01 Upon receiving the replacements, immediately return the gloves or blankets needing testing to WE using normal return procedures or by preparing a Return Material Notice.

4.02 Protect the returns by placing them in the containers received from the replacements.

4.03 When normal return procedures are used, the person returning the gloves or blankets places them in the location with the other returns from the location. **No** individual ARC credit will be given.

4.04 When the location Manager wishes individual credit for the returning gloves or blankets, they must prepare a Return Material Notice

(Form A 109-FA) as shown in System Instruction 60, Section 2.

Note: The WBIL 06 and 07 reports will provide the credit.

4.05 Enclose copies 1 through 4 of the Form A 109-FA in a container with the returns. Mark the container "Form A 109-FA Enclosed", and place the container in the return pickup location.

4.06 Retain copy 5 of Form A 109-FA until the transaction appears on the WBIL 07 report.

5. PROCESSING FORM P 2361-FA

5.01 The TWIS Input Group (TIC) at the serving SDC shall input the order into the TWIS Ordering System.

5.02 The following *precautions must* be observed:

- The date wanted must be less than 6 months in the future.
- Only rubber gloves or blankets are shown on the order.

5.03 The Future Day Order shall be stored in the computer. Prior to the Date Wanted the Data Processing Requisition (DPR) shall be produced, the material selected and shipped in time to arrive at the ordering location by the Date Wanted.

6. ORDERING IN AN EMERGENCY

6.01 Damaged or defective insulating gloves or blankets **must never** be used.

6.02 Damaged or defective gloves or blankets **must be replaced** on an emergency basis. Call the Supplies Service Group at the Service Center. They will issue an emergency requisition.

INSTRUCTIONS FOR PREPARATION OF FORM P 2361-FA

Note: Only alphabetical call outs require an entry. Leave other spaces blank.

Header Information

- A** Check (✓) the third block and enter "Future Day".
- B** ARC Ordering — Enter the ARC of the manager ordering the materials.
- C** M.U. — Enter the MU Code of the manager ordering the materials.
- D** Name — Enter the name and telephone number of the manager ordering.
- E** ARC shipping — Enter only when the material is shipped to an address other than the address of the Ordering ARC.
- F** ARC Billing — Enter a Billing ARC if the person to be billed is different than the Ordering ARC.
- G** Date Wanted — Enter the date the material is to be delivered. This date must be prior to the "Return for Test" date shown on the gloves or blankets.
- H** Special Instruction — See 3.01(c) for the information to be entered.

Items

- J** Comcode, Quantity — Enter the comcode for the material, as shown in the Supplies Catalog and the quantity needed.
- K** Approvals — Enter the signature and title of the person preparing the order and the appropriate date.

Exhibit 1

