

**MINICOMPUTER MAINTENANCE GROUP (MMG) OPERATIONAL REVIEW  
MINICOMPUTER MAINTENANCE AND OPERATIONS CENTER (MMOC)  
DATA PROCESSING OPERATIONS  
INFORMATION SYSTEMS**

1. GENERAL

- 1.001 This addendum supplements BR 007-560-307, Issue 2. Place this sheet in front of Page 1.
- 1.002 This addendum is being issued to include procedures and Operational Review Checklist question(s) not addressed in the original practice.
- 1.4 **REVIEW AND MAINTENANCE OF THIS PRACTICE**  
This practice will be reviewed yearly and updated as needed to remain current with ongoing changes.
- 1.5 **REVIEW INTERVAL**  
Operational Reviews should be conducted annually to insure potential problem areas are detected early and corrective action is administered immediately.

5. OPERATIONAL REVIEW CHECKLISTS - (SECTION B)

- B.19 Are stockroom duties, such as ordering, receipting and record keeping, performed by more than one employee?

Ref. - Southwestern Bell Corporation Universe of Audit Subjects (UAS)  
01E03-010 - Minicomputer Maintenance Expense.

**PROPRIETARY**

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