

**NUMERICAL INDEX — DIVISION 010
GENERAL METHODS**

1. GENERAL

- 1.01 This section provides an index of System-issued sections in Division 010.
- 1.02 A bullet (●) indicates an item that has been added or changed since the previous issue of the index.
- 1.03 A square (◻) indicates a canceled item. Information relating to the cancellation, if necessary, will be shown in a note following the item. Canceled items and related notes will be deleted upon reissue of the index.
- 1.04 "Add" is the abbreviation for Addendum.

2. LAYERS

- 2.01 This division is arranged in layers as follows:
010-0 Index
 - 1 First Aid, Rescue, Fire Fighting, Safety Precautions, Restrictions of Plant Activities, and Radiation
 - 2 Records and Reports
 - 3 Administrative Maintenance Methods
 - 4 Centralized Administrative and Operations Centers
 - 5 Intercompany Services Coordination Plan
 - 7 Engineering Complaint Procedures

3. INDEX

| | Section Number | Issue | Subject |
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| 010-0 INDEX | | | |
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| ● | 010-000-000 | 29 | Numerical Index — Division 010 — General Methods |
| 010-1 FIRST AID, RESCUE, FIRE FIGHTING, SAFETY PRECAUTIONS, RESTRICTIONS OF PLANT ACTIVITIES, AND RADIATION | | | |
| | 010-100-001 | 3 | First Aid |
| | 010-100-005 | 1 | Eye Safety |
| | 010-100-010 | 1 | Prevention of and First Aid for Skin Irritation from Creosote |
| | 010-100-011 | 1 | Rescue of Employee from Manhole |
| | 010-100-012 | 1 | Rescue of Employee from Pole |
| | 010-100-013 | 1 | Rescue of Person From Live Wire on Ground |
| | 010-105-001 | 1 | Principles of Fire Fighting and Description and Use of Equipment and Apparatus |
| Add | 010-105-002 | 1 | |
| | 010-105-002 | 3 | Procedures for Fighting Fires in Central Office Buildings |
| Add | 010-110-001 | 1 | |
| | 010-110-001 | 5 | General Safety Precautions — Radio Television, and Carrier Equipment |
| | 010-110-002 | 2 | Safety Precautions — Cathode Ray Tubes |

| Section Number | Issue | Subject |
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| 010-110-003 | 3 | General Safety Precautions — Fluorescent Lamps |
| 010-110-004 | 2 | Ladder and Ladder Seats — Safety Precautions — General |
| 010-110-005 | 1 | General Safety Precautions — Epoxy Resins |
| 010-111-010 | 1 | Electrical Protection When Using Portable A.C. Operated Equipment |
| 010-122-010 | 1 | Restrictions of Plant Activities During Events of National Interest, Welfare or Emergency |

010-150 General Safety — Microwave Radiation

| | | |
|-------------|---|---|
| 010-150-001 | 2 | General Educational Information |
| 010-150-002 | 1 | Waveguide Hot Patching and Radiation Protective Garment |
| 010-150-003 | 1 | Power Density and Safe Working Distances in Front of Radar Antennas |

010-2 RECORDS AND REPORTS

| | | |
|-------------|---|--|
| 010-210-001 | 1 | Edge Sorted Cards — Method of Coding, Punching and Sorting |
| 010-250-001 | 1 | Crediting Charges on Test Calls |

010-3 ADMINISTRATIVE MAINTENANCE METHODS

| | | | |
|-----|-------------|---|--|
| Add | 010-300-010 | 1 | |
| | 010-300-010 | 1 | Controlled Maintenance Plant for Toll-Type Equipment |
| | 010-300-011 | 3 | Equipment Test List — Instructions |

010-4 CENTRALIZED ADMINISTRATIVE AND OPERATIONS CENTERS

010-401 DDD Service Bureaus

| | | | |
|---|-------------|---|-----------------------------------|
| ● | 010-401-000 | 1 | Title Page — Index — Introduction |
| ● | 010-401-010 | 1 | Network Analysis Bureau |
| ● | 010-401-011 | 1 | DDD Service Bureau |
| ● | 010-401-012 | 1 | DDD Task Force |
| ● | 010-401-013 | 1 | Operator Trouble Reporting |
| ● | 010-401-014 | 1 | Trouble Ticket |
| ● | 010-401-015 | 1 | Hold and Trace Procedure |
| ● | 010-401-016 | 1 | Trouble Analysis |
| ● | 010-401-017 | 1 | Service Observing |
| ● | 010-401-018 | 1 | Reorder Analysis |

SECTION 010-000-000

| Section Number | Issue | Subject |
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| ● 010-401-019 | 1 | DDD Committee Organizations |
| ● 010-401-020 | 1 | Area Network Service Center |
| ● 010-401-021 | 1 | DDD Service Bureau Review |
| ● 010-401-022 | 1 | DDD Service Bureau Directory |
| ● 010-401-023 | 1 | Miscellaneous Reference Material |
| 010-5 INTERCOMPANY SERVICES COORDINATION (ISC) PLAN | | |
| 010-520-100 | 2 | Description |
| 010-520-101 | 2 | Coordination of Private Line Services |
| 010-520-102 | 2 | Coordination of Special Exchange Services |
| 010-520-103 | 1 | Control Team Assignment |
| 010-520-104 | 1 | Interval Guide |
| 010-520-105 | 1 | Measurement Plan |
| 010-520-110 | 2 | Planning Services and Preparing Project Schedules |
| 010-520-111 | 2 | Service Inquiries |
| 010-520-112 | 2 | System Service Order Worksheet |

| Section Number | Issue | Subject |
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| 010-520-113 | 2 | System Service Order |
| 010-520-114 | 2 | Engineering Reports |
| 010-520-115 | 2 | System Status Reports |
| 010-520-116 | 1 | Service Analysis Reports |
| 010-520-135 | 2 | Marketing (Sales) Responsibilities |
| 010-520-136 | 2 | Engineering Responsibilities |
| 010-520-137 | 2 | Plant Responsibilities |
| 010-520-138 | 2 | Traffic Responsibilities |
| 010-520-139 | 2 | Western Electric Company, Inc. Member Responsibilities |
| 010-520-149 | 1 | Intercompany Services Coordination Plan — Codes and Abbreviations |
| 010-7 ENGINEERING COMPLAINT PROCEDURES | | |
| 010-700-010 | 2 | Origination and Processing |
| 010-700-020 | 6 | General Engineering Complaint GEC-9400 — Procedure for Expedited Handling of Certain Initially — Defective Apparatus and Equipment |