

ENGINEERING CHANGE PROCEDURE (ECP)

CONTENTS

- |                               |                         |
|-------------------------------|-------------------------|
| 1. GENERAL                    | 6. TITLE                |
| 1.1 Scope of Section          | 7. CONTROL              |
| 2. PURPOSE OF ECP'S           | 8. TABLE OF CONTENTS    |
| 3. APPLICATION                | 9. ECP TEXT             |
| 4. ECP'S ON CLASS "A" CHANGES | 10. REISSUE INFORMATION |
| 5. ECP NUMBER                 |                         |

1. GENERAL

1.1 Scope of Section

1.11 This section explains the reason for issuance of, information contained in, and format of the Engineering Change Procedure.

2. PURPOSE OF ECP'S

2.1 The ECP is an instruction, intended for use by Installation Field and Telephone Plant Forces for performing field changes. An ECP will be provided when it is felt that a procedure is essential to make the change without service interruption or where appreciable Installer analyzation and/or implementation time could be saved.

3. APPLICATION

3.1 ECP's will be provided when

3.11 Service Division personnel (Installer) are involved in implementing the change.

3.12 Implementation of the change will be physically dangerous to the Installer.

3.13 The number of units number of locations and number of units in service that will be affected is significant. Saving of Installer analyzation effort and/or implementation time for making the change will result.

8. TABLE OF CONTENTS

8.1 The Table of Contents will provide a complete list of all topics and subtopics. For example:

4. ECP'S ON CLASS "A" CHANGES

4.1 On class "A" type changes the ECP will be included in the initial CN package. If this is not possible, the CN package will include information concerning the ECP number, issue number and availability date. At such time as the ECP becomes available it will be transmitted via a "point" CN.

5. ECP NUMBER

5.1 The ECP number will be the base number of the associated "SD" and its issue number prefixed by "ECP", as ECP-25016-23. If "SD" -01 and -02 drawings are in use these dash numbers will be included in the number, as ECP-26017-01-23 ECP-25016-02-14.

6. TITLE

6.1 The title will provide SD and issue affected, system, project (if applicable) and type of equipment or circuit name.

7. CONTROL

7.1 Each page of the ECP will be controlled by issue number.

7.2 When an ECP is more than one page in length Page 1 will be the Page Index and Issue Table. See Figure 1.

CONTENTS

- |                          |  |
|--------------------------|--|
| 1. GENERAL               | 2.2 Turnaround and Transitional Material |
| 1.1 Scope                |  |
| 1.2 Precautions          | 3. PROCEDURE                             |
| 2. INSTALLING MATERIALS  | 3.1 MODIFICATIONS                        |
| 2.1 Installing Equipment | 3.2 Tests                                |

**9. ECP TEXT****9.1 General Section**

9.11 This section will state the reason for the issuance or reissuance of the ECP in terms of specific apparatus, equipment and/or wiring to be changed. If a CN is involved, it will be identified in this section.

9.12 Basic information as to general precautions against personal injury, apparatus and equipment damage and service interruptions will be provided in this section as well.

9.13 A paragraph will also be included in this section that will give an address and telephone contact that can be used to make inquiries about the ECP. For example:

Refer correspondence to:

Department Chief - 190  
Western Electric Company, Inc.  
Radio Systems - Installation Engineering  
1600 Osgood Street  
North Andover, Mass. 01845  
CORNET: 225-4235 Commercial: 617-686-0600  
(Ask for Ext. 4235)

**9.2 Installing Materials Section**

9.21 The Installing Materials Section will list tools, test sets, supplies and any special items required to effect the change. It will also cover turnaround and transitional equipment if required, for maintaining service, while performing the change.

**9.3 Procedure Section**

9.31 A step by step method for applying the change will be given in this section. Information will be given for mounting, cabling, wiring and testing. Reference to standard methods will be made where applicable. When no standard methods are available, methods will be provided in this section.

**10. REISSUE INFORMATION**

10.1 "Reason for Reissue" information will be shown on each separate page reissued or on the last page if all pages are reissued at one time.

**11. ORDERING OF ECP'S BY THE INSTALLER**

11.1 ECP's required by the Installer but not furnished with job papers should be ordered from the Field Service Organization in the Regional Center.

Manager, Engineering Practices

ATTACHMENT  
Figure 1 on Page 3

