

OUT OF SERVICE TAG
FORM S-6124

1. GENERAL

1.01 This section is being reissued to revise Form S-6124. The ticket is eliminated and the revised form consists of equipment tags.

1.02 The Out of Service Tag, Form S-6124, is used with the regular trouble ticket and routine test and inspection report. The overall size of the form (see Exhibit 1) is 6" x 3½". The form contains four tags, perforated so that they may be easily separated. Each tag is punched to slip over the sleeve of make busy plugs or to attach to other make busy devices.

2. USE OF FORM

2.01 The Out of Service Tag is to be used in all dial central offices and large PBX's and shall be prepared for equipment or circuits which must be removed from service and cannot be restored to service immediately, except as covered in Paragraph 2.03.

2.02 The Out of Service Tag shall be attached to the make-busy device of the unit of equipment or circuit at the time of removal from service. The person removing the unit of equipment or circuit from service shall fill in the Out of Service Tag.

2.03 Equipment temporarily made busy for test purposes in connection with trouble investigation, etc., should be marked by means of the Out of Service Tag unless the switchmen are provided with make-busy devices designated with their name for identification purposes.

3. RESPONSIBILITY

3.01 It shall be the responsibility of the Chief Switchman, Wire Chief or immediate supervisor to establish the operating methods herein.

3.02 In those offices where a full time supervisor is located, the supervisor should make daily inspections of the equipment to see that equipment and circuit outages are being properly handled and that they are restored to service promptly. All other offices should be inspected at least weekly by the supervisor.

4. DESCRIPTION OF ENTRIES - FORM S-6124

4.01 DATE-TIME: Enter the date and time corresponding to that of the trouble ticket, covering the trouble for which the equipment is being removed from service. If the trouble is covered by a routine test and inspection report, enter the date and time that the Out of Service Tag is prepared.

4.02 TICKET NO: Enter in this space the same number as that appearing on the trouble ticket.

4.03 EQPT. REMOVED: Enter in this space the equipment removed. For example, L.F. 2, 1, 15; for line finder group No. 2, frame No. 1, switch No. 15.

4.04 REASON FOR REMOVAL: Give a brief description of the defect responsible as the cause for removal of the equipment from service.

4.05 REMOVED BY: The person removing the equipment from service shall sign in this space.

Exhibit 1

201-101-902SW FORM S-6124
3-69

Out of Service Tag

DATE _____ 19____ TIME _____ A. M.
P. M. TICKET NO. _____

EQUIP. REMOVED _____

REASON _____

REMOVED BY _____

DATE _____ 19____ TIME _____ A. M.
P. M. TICKET NO. _____

EQUIP. REMOVED _____

REASON _____

REMOVED BY _____

DATE _____ 19____ TIME _____ A. M.
P. M. TICKET NO. _____

EQUIP. REMOVED _____

REASON _____

REMOVED BY _____

DATE _____ 19____ TIME _____ A. M.
P. M. TICKET NO. _____

EQUIP. REMOVED _____

REASON _____

REMOVED BY _____