

OUT OF SERVICE TAGS
FORMS S-6124A, S-6124B, S-6124C

1. GENERAL

1.01 This section is being reissued to revise form S-6124. The form will be printed in three distinct colors and designated S-6124A, S-6124B, and S-6124C.

1.02 The Out of Service Tag, Form S-6124A, Exhibit 1, will be used with the regular trouble ticket and during routine tests and inspections. Form S-6124B, Exhibit 2, will be used in conjunction with Western Electric Company activity. Form S-6124C, Exhibit 3, will be used in conjunction with trunk order work.

1.03 The forms contain four tags which are perforated for easy separation. Each tag has recessed corners for convenient use with busy plugs on jack strips or other make busy devices.

2. USE OF FORMS

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.

2.04 The red tag, Form S-6124A, shall be used on equipment made busy due to trouble indications.

2.05 The yellow tag, Form S-6124B, shall be used on equipment made busy due to Western Electric Company activity.

2.06 The green tag, Form S-6124C, shall be used on equipment made busy due to trunk order work.

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

4.01 The following is a description of the entries on Form S-6124A. Refer to the corresponding circled numbers in Exhibit 1.

- ① DATE & TIME: Enter the date and time the equipment is removed from service.
- ② EQUIPMENT 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.
- ③ REASON FOR REMOVED: Give a brief description of the defect responsible for removing the equipment from service.
- ④ REMOVED BY: The person removing the equipment from service shall sign in this space.
- ⑤ TICKET NUMBER: Enter in this space the same number as that appearing on the trouble ticket.

4.02 The following is a description of entries on Form S-6124B. Refer to the corresponding circled numbers in Exhibit 2.

- ① DATE & TIME: Enter the date and time equipment is removed from service.
- ② REASON REMOVED: Enter the reason equipment was removed from service. (i.e., W.E. Co. transition work, etc.)
- ③ COMPLETION DATE: Enter the job completion date as shown on the estimate.

④ REMOVED BY: Enter the name of the employee removing the equipment from service.

⑤ ESTIMATE NUMBER: Enter the W.E. Co. job estimate number.

4.03 The following is a description of entries on Form S-6124C. Refer to the corresponding circled numbers in Exhibit 3.

① DATE & TIME: Enter the date and time equipment is removed from service.

② TRUNK GROUP: Enter the trunk group involved on the trunk order.

③ NUMBER OF TRUNKS: Enter the number of trunks being installed, disconnected or rearranged.

④ COMPLETION DATE: Enter the completion date shown on the trunk order.

⑤ REMOVED BY: Enter the name of the employee removing the equipment from service.

⑥ SERIAL NUMBER: Enter the serial number shown on the trunk order.

EXHIBIT 1

FORM S-6124A

201-101-902SW FORM S-6124A
5-74

Out of Service Tag
(O.O.S. Trouble)

1	DATE _____ 19____ TIME _____	A.M. P.M.
	EQUIP. REMOVED _____	
	REASON _____	
	REMOVED BY _____	TICKET NO. _____
	DATE _____ 19____ TIME _____	A.M. P.M.
	EQUIP. REMOVED _____	
	REASON _____	
	REMOVED BY _____	TICKET NO. _____
	DATE _____ 19____ TIME _____	A.M. P.M.
	EQUIP. REMOVED _____	
	REASON _____	
	REMOVED BY _____	TICKET NO. _____
	DATE _____ 19____ TIME _____	A.M. P.M.
	EQUIP. REMOVED _____	
	REASON _____	
	REMOVED BY _____	TICKET NO. _____

EXHIBIT 2

FORM S-6124B

201-101-902SW FORM S-6124B
5-74

Out of Service Tag
(W.E. Co. Activity)

DATE **1** _____ 19____ TIME _____ A.M.
P.M.

REASON REMOVED _____ **2**

COMPL. DATE _____ **3**

REMOVED BY _____ **4** EST. NO. _____ **5**

DATE _____ 19____ TIME _____ A.M.
P.M.

REASON REMOVED _____

COMPL. DATE _____

REMOVED BY _____ EST. NO. _____

DATE _____ 19____ TIME _____ A.M.
P.M.

REASON REMOVED _____

COMPL. DATE _____

REMOVED BY _____ EST. NO. _____

DATE _____ 19____ TIME _____ A.M.
P.M.

REASON REMOVED _____

COMPL. DATE _____

REMOVED BY _____ EST. NO. _____

EXHIBIT 3

FORM S-6124C

201-101-902SW FORM S-6124C
5-74

Out of Service Tag
(Trunk Order Work)

DATE 1 19__ TIME 2 A.M.
P.M.

TRUNK GROUP 2

NO. OF TRUNKS 3

COMPL. DATE 4

REMOVED BY 5 SERIAL NO. 6

DATE _____ 19__ TIME _____ A.M.
P.M.

TRUNK GROUP _____

NO. OF TRUNKS _____

COMPL. DATE _____

REMOVED BY _____ SERIAL NO. _____

DATE _____ 19__ TIME _____ A.M.
P.M.

TRUNK GROUP _____

NO. OF TRUNKS _____

COMPL. DATE _____

REMOVED BY _____ SERIAL NO. _____

DATE _____ 19__ TIME _____ A.M.
P.M.

TRUNK GROUP _____

NO. OF TRUNKS _____

COMPL. DATE _____

REMOVED BY _____ SERIAL NO. _____