SPC Daily Journal

Contents

1 . General

1.1
Purpose

This practice establishes procedures for documenting the daily activities that occur in and around a Stored Program Control (SPC) Switching System.

1.2
Filing
Instructions

File this practice in numerical order in your practices set.

1.3
Supersedures

This practice supersedes:

● All local practices, policies, procedures, general instructions, letters, and memoranda which address this subject.

● Any document which provides information contrary to the information contained in this practice.

1.4
Copyright and
Responsibility

This practice has been published by the GTE Telephone Operations Administrative Services Department. For more information about this practice contact the Headquarters Network Operations Maintenance Administration Department.

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1.5
Disclaimer

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2. Overview

2.1
Introduction

Use of the "Site Daily Journal" keeps all persons working on the switch or on associated equipment within the switching complex informed as to what is being done and by whom.

On new sites, the COE Maintenance (COEM) Supervisor or his designee, will make available a journal/notebook of forms to COE Construction at the preconstruction meeting.

The day shift can be kept abreast of the night shift activities and vice versa.

COE Construction personnel can keep the maintenance personnel informed as to their activities.

Support personnel will use the "Site Daily Journal" when reviewing the history of a problem they are at site to help resolve.

2. Overview. continued

2.2
Scope

This practice applies to:

● To Headquarters operations departments and state operations which comprise GTE Inc.

● When ordering and maintaining, as well as instructing the user on how to use the "Site Daily Journal" documentation system.

2.3
Design

Include a copy of this practice as part of the journal for instructional purposes.

The "Daily Journal" is a dual entry system. It consists of a general section and and subsections that deal with specific areas or complexes within the switch and major functions.

Enter all activities relevant to the operation of the switching complex in the SPC Daily Activity Log (see Exhibit 1 on page 5). Enter messages in the SPC Daily Activity Log section in the order they occur.

Entries that are general in nature may not require a second entry in the detailed subsections.   If necessary, make a second entry in the appropriate subsection. Record the:

● Machine subsystems on Subsystem History Sheets.

● Other major functions on SVR Log, Patch Log, and SUR Log Sheets.

2.4
Ordering
Supplies `

Refer to the following chart when ordering supplies.

Obtain the...	From...
Initial journal (notebook)	Your local department.
Daily Journal Forms	Stationary Supply. Refer to the forms by number and by name when ordering.
Subsystem divider TABS	Area Network Administration.

2.5
Ordering Forms

Refer to the following chart when ordering forms.

Title	Form Number	Exhibit Number
SPC Daily Activity Log	Form 90001794	(Exhibit 1)
Subsystem History Sheet	Form 90001795	(Exhibit 2)
SVR Log	Form 90001793	(Exhibit 3)
Patch Log	Form 90001792	(Exhibit)
SUR Log	Form 90001791	(Exhibit 5)
SOFT Bit Log	Form 90061796	(Exhibit 6)

3. Responsibilities

3.1
Maintenance

Entries in the Journal are the responsibility of all employees working on the switching complex. This includes:

- me manufacturer.

- Construction personnel on site.

- Support personnel on site.

3.2
Reviewing
the Journal

All employees working on the switching complex, regardless of their organization, must review the Journal at the beginning of their work tour.

3.3
Audits

The accuracy and completeness of the Journal will be reviewed at each operational review.

4. SPC Daily Activity Log, Form 90001794

4.1
Introduction

Note all activity within a switch complex in this section of the Journal.

4.2
Entry
Description

Refer to the following chart when filling out the SPC Daily Activity Log (see Exhibit 1 on page 5).

Entry	Description
Page	The page number should be contiguous within the SPC Daily Activity Log section only.
Site Name	Enter the switch name in this location.
Date/Time	Enter the date (MM/DD/YY) and time (military notation) of the occurrence.
Item Number	Assign an item number to all entries. Begin with 1 and count consecutively until you reach 999. Once 999 is reached, restart the numbering at 1 again. The item number assigned here will be used as a reference on subsequent entries on other forms in the journal.
Cross-Reference Section	The Cross-Reference Section is the location where the second and more detailed entry is to be made.
Activity	A brief description of any activities, troubles, or messages that keep others informed about the switch complex. Allen tries should be initialed by the writer.

4. SPC Daily Activity Log, Form 90001794, continued

SPC DAILY ACTIVITY LOG
FORM 90001794 (7-91)
FE= GTEP 220-000-002

PAGE: _____

SITE NAME: _____

DATE / TIME	ITEM NUMBER	CROSS REFERENCE SECTION	ACTIVITY (Maintenance Action, Software/Hardware Changes, etc.)

Exhibit 1 – SPC Daily Activity Log, Form 90001794

5. Subsystem History Sheet, Form 90001795

5.1
Introduction

Use the the Subsystem History Sheet document recoveries, trouble, and maintenance activities associated with subsystem within a switch.

5.2
Subsystem Divisions

The following chart lists the Subsystem Division identifiers.

The Subsystem Divisions for the...	Have Been Identified as Follows...	
GTD-5 (note **1**)	**APC** **TPC** **CMU** **TCU** **SSW** **SIC** **MDC** **NCU**	**ALU** **ATU** **DTU** **ACDC** **IO/MTU** **DMTM** **REMOTES**
#2 EAX	**PCUF** **MPAF** **MPBF** **MTPF** **PCDF** **MEPF** **PDUF** PIOF PRMF **QUEF** (2A) **LCCF** PMXF IMXF FMXF NTVF CDC DMT	SUR SVR PATCH **SOFTBIT** **RCBF** TANF TJSF **NPCF** **NCLF** **MEMF** **MEBF** **MEAF** MCCF IOAF/MTU CPMF CPCF **CMCF**
5ESS (note 1)	**AM** BWM BILLDATS **SM** **MT**	GENERIC RETROFIT REX CM MHD REMOTES
DMS-10	SOFTBIT NETWORK PE LCE BMC SVR SUR	CONTROL DAILY ACTIVITY DCM ID DISK/TAPE DRIVE PATCH
DMS-100 (note 1)	c c CMC NET LNS **EXT** **SSVR/BCS** **SOFTBIT**	DAILY ACTIVITY IOD PM TRUNKS DISK/TAPE DRIVE SUR REMOTES

NOTE 1: Divide these subsystems into each unit equipped in the switch by designating one sheet for each type of equipment in the subsystem.

5. **Subsystem History Sheet, Form 90001795,** continued

Subsystem History SHEET
FORM 90001795 (7-91)
REF GTEP 220-000-002

PAGE: _____

SITE NAME: _____

Equipment Identity _____

DATE / TIME	ITEM NUMBER	PWC NUMBER & LOCATION Frame/File/Slot	ACTIVITY

Exhibit 2 - Subsystem History Sheet, Form 90001795

5. Subsystem History Sheet, Form 90001795, continued

5.3
Entry
Description

Refer to the following chart when filling out the Subsystem History Sheet (see Exhibit 2 on page 7).

Entry	Description
Date/Time	Enter the date (MM/DD/YY) and time (military notation) of the entry.
item Number	Re-enter the item number assigned on the SPC Daily activity form for tracking purposes.
PWC Number and Location Frame/File/Slot	Enter the location of any hardware being changed for repair, modification, or addition.
Activity	Enter a brief description of the action taken or to be taken by another group.

6. SVR Log, Form 90001793

6.1
Introduction

Use the SVR Log section to document all SVR BCS, 5E-LOADS, BWM, or EB activity performed. This includes hardware changes as well as software changes.

6.2
Entry
Description

When you complete a step in the On-Line Implementation Plan (OLIP), note it in the SPC Daily Activity Log, and again in detail in this section.

Refer to the following chart when filling out the SVR Log (see Exhibit 3 on page 9).

Entry	Description
Page	Use contiguous page numbers only within a subsection.
Site Name	Enter the switch name in this location.
Date/Time	Enter the date (MM/DD/YY) and time (military notation) in this location.
Item Number	Enter the same item number here that was entered in the Item Number on SPC DAILY ACTIVITY FORM.
SVR Number	Enter the SVR and EB (if applicable) in this location. Enter the OLIP page and paragraph number as well.
Purpose/Remarks	Enter a brief description of the SVR step and any difficulty in performing the activity.

6. SVR Log, Form 90001793, continued

SVR LOG
FORM 90001793 (7/91)
REF GTEP 220-000-002

SITE NAME: _____ Page: _____

DATE / TIME	ITEM NUMBER	SVR NUMBER	Purpose/Remarks

Exhibit 3 – SVR Log, Form 90001793

7. Patch Log, Form 90001792

7.1
Introduction

Use the Patch Log section to document:

- Patch activity associated with the generic software.

- Patches required to correct data base table mutilation.

- the entry of patch activity.

NOTE: **Document software changes associated with an EB or an SVR in the SVR section.**

7.2
Entry
Description

Before an EB, BWM, or an SVR, BCS, 5E-LOAD, is loaded into the switch, conduct a review of previous patch log entries to determine if any of the patches are site specific and should be carried forward. Notify the State Operations Technical Support Group. They will arrange to have it rewritten to conform to the new load.

Refer to the following chart when filling out the Patch Log (see Exhibit 4 on page 11).

Entry	Description
Page	Use contiguous page numbers only within a subsection.
Site Name	Enter the switch name in this location.
Date/Time	Enter the date (MM/DD/YY) and time (military notation) of the entry.
Item Number	The item number entered here is the same one that was entered in the Item Number on SPC DAILY ACTIVITY FORM for this entry.
Patch Number	The patch number is normally assigned by the originator. If the patches are part of a DTFR, the DTFR number should be entered – there is no need to enter the individual patch numbers in this case.
Purpose	Enter a brief description of the purpose for the patch. If the entry is part of a DTFR BWM, a note making reference to the DTFR documentation will be sufficient.

7. **Patch Log, Form 90001792,** continued

PATCH LOG
FORM 90001792 (7-91)
REF: G1FP 220 000-002

PAGE: _____

SITE NAME: _____

DATE / TIME	ITEM NUMBER	PATCH NUMBER	PURPOSE

Exhibit 4 – **Patch Log, Form 90001792**

8. SUR (Software Update Request) Log, Form 90001791

**8.1
Introduction**

Use the SUR Log section to document the receipt and implementation of data base updates issued by the Technical Support-Data Base Administration Group.

**8.2
Entry
Description**

Document entries made via the Digital Central Office Administration System(DCAS) facilities as to time and general purpose of the SUR.

Refer to the following chart when filling out the SUR (Software Update Request) Log (see Exhibit 5 on page 13).

Entry	Description
Page	Use contiguous page numbers only within a subsection.
Site Name	Enter the switch name in this location.
Date/Time	Enter the date (MM/DD/YY) and time (military notation) of the entry.
Item Number	The item number entered here is the same one that was entered in the Item Number on SPC DAILY ACTIVITY FORM for this entry.
SUR Number	Enter the The SUR number assigned by the Data Base Group in the SUR Number column.
Purpose/Remarks	Enter a brief description of the SUR and any difficulty it may have caused. The tests that were performed and their results.

8. SUR (Software Update Request) Log, Form 90001791, continued

SUR (SOFTWARE UPDATE REQUEST) LOG

FORM 90001791-791

REF GTEP 220-000-002

PAGE: _____

SITE NAME: _____

DATE / TIME	ITEM NUMBER	SOFTWARE UPDATE REQUEST NUMBER	PURPOSE I REMARKS

Exhibit 5 – SUR (Software Update Request) Log, Form 90001791

9. Soft Bit Log, Form 90001796

9.1
Introduction

Use the Soft Bit Log to document soft bits which occur in SPC switches. Using the appropriate sections of the user's guide and repair manual determine the information for the listed entries.

9.2
**Entry
Description**

Refer to the following chart when filling out the Soft Bit Log (see Exhibit 6 on page 15).

Entry	Description
Page	Use contiguous page numbers only within a subsection.
Site Name	Enter the switch name in this location.
Date	Enter the date (MM/DD/YY).
Time	Enter the time (military notation).
Proc	Enter the active processor number.
COPY	Enter the processor copy number in which the soft bit occurred.
Frame	Enter the memory frame number.
File	Enter the file number within the frame.
Card	Enter the card number within the file.
Action	Enter what action was taken to correct the soft bit.
Date	Enter the date when action was taken.

9. Soft Bit Log, Form 90001796, continued

SOFT BIT LOG
FORM 90001796 (7-91)
REF: GTEP 220-000-002

PAGE: _____

SITE NAME: _____

DATE	TIME	PROC	COPY	FRAME	FILE	CARD	ACTION	DATE

Exhibit 6 – Soft Bit Log, Form 90001796