



NETWORK MAINTENANCE MANAGEMENT PLAN

OPERATIONAL REVIEW

3 "ESS*" SWITCH

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Appendixes

1. 3ESS Switch Operational Review—Central Office Profile, Operational Review Checklists

1. GENERAL

1.01 This practice is one of a series of documents referred to as the Network Maintenance Management Plan (NMMP). This section provides the guidelines and operational review checklists needed to perform reviews of 3ESS switch central offices controlled by a Switching Control Center (SCC). All 3ESS switch operational reviews should be conducted in accordance with this section. The checklists contained in this section (Appendix 1) may be used by operating company staff organizations or local management to determine the extent to which approved practices and policies are being used and their effectiveness.

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1.02 This section is being reissued to expand the scope of the 3ESS switch review and to change the physical format of the review.

1.03 Recommendations for changes, additions, or deletions to this section should be made as specified in Section 000-010-015.

1.04 The Operational Review consists principally of a detailed physical check of the condition of the 3ESS switching equipment which includes:

- Inspection of completed work
- Inventory of test equipment
- Verification of procedures
- Housekeeping
- Environmental controls.

1.05 The SCC performs all the administrative procedures for:

- Pricing
- Loading
- Worktime
- Records
- Alarm monitoring
- Performance analysis.

The Switching Control Center (SCC) Operational Review, Section 190-130-143, reviews the administrative functions of the 3ESS switch. Both the SCC Operational Review and the review in this section are required for a complete operational review of the 3ESS switch performance.

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2. REVIEW GUIDELINES

2.01 The Operational Review Checklist (Appendix 1) contained in this document is divided into seven major categories. See Table A for the outline of the 3ESS Switch Operational Review.

2.02 Each category of the operational review consists of a series of related questions requiring an individual rating of either satisfactory or exception. Questions that do not apply to the system should be marked NA (not applicable). Some questions on the checklist will be referenced to applicable sections or similar standard system documentation. These references will be found at the beginning of the item and at the end of associated questions. Question references will be prefixed by a bullet (●). Items that are not in full compliance with the cited reference material should be noted as an exception on the review checklist. Items with no specific reference are recommended maintenance procedures that should be followed in all 3ESS switch offices and are subject to review. The reviewer(s) must comment on all checklist items which are found to be exceptions. Any pertinent information should be entered in the COMMENTS column (See Fig. 1.) Comments may also be useful on satisfactory items. Exception items that are commented on should contain sufficient details regarding the discrepancies so that the responsible management personnel can effect corrective measures.

2.03 The Operational Review Checklists (Appendix 1) reflect minimum acceptable standards and are intended to indicate those items which are to be evaluated. Space has also been provided on the checklists to add questions that reflect local or company policies or practices.

2.04 Certain items included in the checklists are marked with an asterisk(*) and pound (#) signs. Items marked with an asterisk indicate that records or information pertaining to that question are to be maintained at the SCC. Items that are designated with a pound sign are key items, which are determined by the overall importance of the item to the operation of the office. When an exception is noted against a key item, the rating for the *item* and the entire *category* will not be greater than Band U.

2.05 It is important that the local maintenance force actually does all of the operational testing with the reviewer(s) providing only essential supervision and evaluation of the results. Sufficient personnel must be available to operate and observe the equipment operation, local and remote alarm conditions, and evaluate the results.

2.06 General procedures to be used in performing the operational review (preliminary procedures, post review feedback meeting, etc) are specified in Section 201-020-511.

2.07 For detailed information on operational and maintenance of individual equipment, refer to the appropriate section.

3. OPERATIONAL REVIEW CHECKLIST

3.01 The 3ESS Switch Operational Review is to be conducted utilizing the format and guidelines specified by the attached checklists contained in Appendix 1. All of the evaluative material required to perform the operational review of the 3ESS switch is contained in these checklists.

3.02 The checklists (Appendix 1) are prefaced by central office profile sheets which are to be completed by the reviewer prior to the review.

3.03 Copies of the various checklists and forms may be duplicated locally or the appendix may be ordered separately. The general format of the review is such that it can best be used in a looseleaf binder. The review with results should be retained at the SCC for general reference and any future reviews.

4. EVALUATION

4.01 Upon completion of the checklists, the reviewer(s) should tabulate the results of the review on the 3ESS Switch Operational Review Summary, Fig. 2. Ratings for individual categories and for the entire review will be expressed in one of the four bands described below:

- Band H — High
- Band O — Objective
- Band L — Low
- Band U — Unsatisfactory.

4.02 The operational review utilizes a point system to summarize, evaluate, and compare the results of a given review. A block of points is assigned to each part of the review. (See Table B.) Points are deducted from a review part whenever an item (question) is unsatisfactory. The weight (number of points) of each part of the review is based upon its overall impact on the operation and objectives of an office. Each item (question) in the review does not carry the same weight (point value) because the value or relationship that each item has to the overall objectives of the SCC is different. *When evaluating review items, the reviewer should not only check an item for its compliance, but also for the effectiveness of its application.*

4.03 A review of the performance index for the past 6 months for the office being reviewed will show the exceptions in categories that are Band L, U, or generally weak areas. The weight of a given exception will be determined by what actions have been taken and how effective they were. In addition, the Network Switching Performance Measurement Plan (NSPMP) categories will be reviewed for downward trends which may eventually result in L or U Band performance.

4.04 Representatives from the following groups should be considered for the post review feedback:

- Maintenance Force Management
- Local SCC Manager
- Corporate and/or Area Staff
- Engineering
- Building Operations.

4.05 Upon completion of the review, the Operational Review Checklists should be given to the manager(s) responsible for providing corrective measures. Responsibility to insure that all deficiencies are corrected rests with the district level operations manager or other appropriately designated manager. A copy of the checklists and the operational review summary should be forwarded to the SCC to update the Operational Review Binder.

TABLE A

**3ESS SWITCH OPERATIONAL REVIEW
REVIEW CATEGORIES**

ITEM	CATEGORY
1.0	GENERAL
2.0	PERSONNEL AND ENVIRONMENT
3.0	MAGNETIC TAPE ADMINISTRATION
4.0	EQUIPMENT CONDITION
5.0	ALARMS
6.0	POWER
7.0	CABLE VAULT

TABLE B

**3ESS SWITCH OPERATIONAL REVIEW
 POINT VERSUS BAND RELATIONSHIP**

REVIEW CATEGORY	MAXIMUM POINTS	LOWER LIMITS OF BAND				AUTOMATIC BAND U POINTS LOST MINIMUM
		H	O	L	U	
1.0 GENERAL	10	9.0	8.0	7.0	Below 7.0	4.0
2.0 PERSONNEL AND ENVIRONMENT	20	18.0	16.0	14.0	Below 14.0	8.0
3.0 MAGNETIC TAPE ADMINISTRATION	15	13.5	12.0	10.5	Below 10.5	6.0
4.0 EQUIPMENT CONDITION	25	22.5	20.0	17.5	Below 17.5	10.0
5.0 ALARMS	10	9.0	8.0	7.0	Below 7.0	4.0
6.0 POWER	15	13.5	12.0	10.5	Below 10.5	6.0
7.0 CABLE VAULT	5	4.5	4.0	3.5	Below 3.5	2.0
TOTAL REVIEW	100	90	80	70	Below 70	—

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS

Fig. 1—Operational Review Checklist

**CHECKLIST SUMMARY
 3ESS SWITCH OPERATIONAL REVIEW**

COMPANY _____ DIVISION _____
 DISTRICT/SCC _____ OFFICE LOCATION _____
 REVIEWER _____ DATE _____
 PREVIOUS RATING _____ PRESENT RATING _____

REVIEW CATEGORY	MAXIMUM POINTS AVAILABLE	BAND
1.0 GENERAL		
2.0 PERSONNEL AND ENVIRONMENT		
3.0 MAGNETIC TAPE ADMINISTRATION		
4.0 EQUIPMENT CONDITION		
5.0 ALARMS		
6.0 POWER		
7.0 CABLE VAULT		
OVERALL REVIEW RATINGS	100	

SCC Re-review (check one): Required
 Not Required

COMMENTS: _____

Fig. 2—3ESS Switch Operational Review Checklist Summary

NETWORK MAINTENANCE MANAGEMENT PLAN

OPERATIONAL REVIEW CHECKLISTS

3 "ESS*" SWITCH

1. GENERAL

1.01 This appendix is intended to be used for the operational review of 3ESS switching offices. The appendix contains the 3ESS Switch Central Office Profile Sheets (3), which define the configuration of the office, and the 3ESS Switch Operational Review Checklists, which are to be used to conduct the actual review.

1.02 Whenever this appendix is reissued, the reason for reissue will be listed in this paragraph.

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1.03 The 3ESS Switch Operational Review is to be conducted in accordance with Section 232-020-050 and the general guidelines in Section 201-020-511.

1.04 The Operational Review Central Office Profile Sheets contained at the front of the operational review checklists are to be completed by the reviewer.

1.05 Items that are designated by an asterisk (*) in the operational review checklists indicate records, actions, or documentation that are maintained or performed at the SCC. Items that are designated by a pound (#) sign are key items, which are considered very important to the operation of the office.

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**3ESS SWITCH
OPERATIONAL REVIEW
CENTRAL OFFICE PROFILE (Contd)**

REGION _____ AREA/TERRITORY _____		
DIVISION _____ DISTRICT _____ BUILDING _____		
LOCATION _____		
SUPERVISOR _____ TEL. NO. _____		
SUPERVISOR'S LOCATION _____		
CONTROL GROUP _____ MAIN OFFICE CODE _____		
GENERIC _____ ISSUE _____ CDA ISSUE _____		
OFFICE CODES	MAIN STATIONS	TOTAL STATIONS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____
NO. OF COIN LINES INCLUDED IN MAIN STATION COUNT _____		
NO. OF INTEROFFICE TRUNKS _____		
NO. OF RATE AREAS _____		
NO. OF SERVICE/MISC. TRUNKS _____		
REVIEWER _____ LOCATION _____		
TELEPHONE _____ REVIEW DATE _____		

**3ESS SWITCH
OPERATIONAL REVIEW
CENTRAL OFFICE PROFILE (Contd)**

SURVEILLANCE

TYPE OF SURVEILLANCE FACILITY (SCC,OTHER)? _____

HOURS OF SURVEILLANCE? _____

**HOURS OFFICE IS MANNED BY CENTRAL
OFFICE TECHNICIANS (COT)?** _____

**IS THERE A SEPARATE NETWORK TERMINAL EQUIPMENT (NTE)
GROUP (YES/NO)?** _____

DOES THE SURVEILLANCE CENTER HAVE OFFICE CONTROL VIA E2A TELEMETRY (YES/NO)? _____

DOES COT HANDLE SWITCHING AND (NTE) (YES/NO)? _____

MISCELLANEOUS

IS OFFICE EQUIPPED WITH ROTL (YES/NO)? _____

IS OFFICE EQUIPPED WITH ALIT CAPABILITY (YES/NO)? _____

ARE TRUNKS MEASURED BY CAROT (YES/NO)? _____

DOES OFFICE HAVE MLT-1 OR -2 TESTING CAPABILITY (YES/NO)? _____

**3ESS SWITCH
OPERATIONAL REVIEW
POWER PROFILE (Contd)**

EMERGENCY ENGINES

IS OFFICE EQUIPPED WITH EMERGENCY ENGINE (YES/NO)? _____

IS ENGINE AUTO START OR MANUAL START? _____

POWER PLANT

LOCATION _____

-48V CAP. _____

+130V CAP. _____

+24V CAP. _____

+48V CAP. _____

-130V CAP. _____

NO. OF CONVERTERS _____

+130V _____

+24V _____

-130V _____

+48V _____

BATTERIES

NO. OF +48V STRINGS _____

POWER EQUIPMENT MAINTAINED BY POWERMAN (YES/NO)? _____

DOES TOLL SECTION HAVE ITS OWN POWER
SUPPLY AND TOLL RINGING SUPPLY (YES/NO)? _____

REVIEWER _____ LOCATION _____

TELEPHONE _____ REVIEW DATE _____

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
1.0	GENERAL			
1.01	<p>Documentation</p> <ul style="list-style-type: none"> ● Section 000-010-021 ● Section 190-130-112 ● Section 190-130-010 ● Section 233-020-010 <p>(a) Are the following documents readily available for the maintenance force and current with the office generic?</p> <ul style="list-style-type: none"> * (1) Applicable maintenance and administration sections and applicable task-oriented practices documentation * (2) IM/OM — Input/Output Manuals * (3) SD — Schematic Drawing * (4) CD — Circuit Description (5) ED — Base Drawings, Ts, Js * (6) TLM — Trouble Locating Manual * (7) PK — Program Supplementary Information <p>Note: The section listing for 3ESS switch is established by the operating companies requirements. Contact the company Documentation Coordinator for assistance. If the reviewer ascertains the company's listing is not adequate and some practices should be added or deleted, the Documentation Coordinator should be advised and corrective action taken as directed by local procedures.</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
1.0	GENERAL			
1.01 (Contd)	<p>(b) Are the central office documents kept up-to-date and in good condition (Reference: Documentation Index and PG document)?</p> <p>(c) Do the SDs and CDs reflect applied Change Notices?</p> <p>(d) Are the documents filed and stored properly?</p> <p>(e) Is the local maintenance force aware of the rules concerning proprietary information?</p> <ul style="list-style-type: none"> ● Section 000-010-021 <p>(f) Are SPCS and Trade Secret Documents destroyed in an approved manner?</p> <ul style="list-style-type: none"> ● Section 000-010-021 <p>(g) Are there any unnecessary or duplicated documents, logs, or records located at the central office?</p> <p>(h) Are the office base T drawings current with the latest job entry?</p>			
1.02	<p>Portable Test and Maintenance Equipment</p> <p>The reviewer should check system practices and local documents to determine the equipment required for a specific office. <i>Test equipment can either be on-site or available from an SCC.</i></p> <ul style="list-style-type: none"> ● Section 233-020-520 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
1.0	GENERAL			
1.03	<p>Maintenance Equipment and Tools</p> <ul style="list-style-type: none"> ● Section 233-135-100 ● Section 233-135-520 <p>(a) Is the portable test and maintenance equipment, listed in Section 233-020-520 readily available, operating properly, and currently calibrated?</p> <ul style="list-style-type: none"> ● Section 233-020-520 <p>(b) Are the tools and maintenance equipment in Section 233-020-520 stored properly in a safe storage area and visible when needed?</p> <p>(c) Are the applicable test and patch cords available per Section 233-020-520 and stored properly?</p> <p>(d) Are the tools and maintenance equipment stored properly in a safe storage area and visible when needed?</p> <p>(e) Are the test and patch cords stored properly?</p> <p>(f) Are common materials available per Section 233-020-520?</p> <p>(g) Are test coin boxes available by circuit type, loop start, ground start, rotary dial, TOUCH-TONE® dialing, etc, for coin testing? Is a maximum loop resistance built into the coin test telephone?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
1.0	GENERAL									
1.03 (Contd) *	<p>Maintenance Equipment and Tools</p> <p>(h) Are repair and return and redball records available and current on all test equipment and test meters?</p> <p>(i) In general, are the various supplies readily available, at all times, to the maintenance force? (Are keys available to secured lockers, circuit packs stored numerically and bins labeled, relays, grids, pulsers, visible in storage areas, etc?)</p> <ul style="list-style-type: none"> ● Section 233-121-125 ● Section 820-650-150 ● ED-3H008-30 <p>(j) Are the required number of spare circuit packs available per drawing? (Make a random sample.)</p> <ul style="list-style-type: none"> ● ED-3H008-30 <p>(k) Are spare trunk units available (minimum of one per unit type in service)?</p> <p>(l) Are the defective parts and packs repaired or replaced promptly and the stock kept preserved at all times?</p> <p>(m) Are spare trunk units readily identifiable in the frames?</p>			<table border="1" data-bbox="1333 1280 1837 1412" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="1339 1285 1522 1354">AVAILABLE POINTS</th> <th data-bbox="1522 1285 1696 1354">ACTUAL POINTS</th> <th data-bbox="1696 1285 1831 1354">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1339 1354 1522 1407"></td> <td data-bbox="1522 1354 1696 1407"></td> <td data-bbox="1696 1354 1831 1407"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
AVAILABLE POINTS	ACTUAL POINTS	BAND								

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
2.0	PERSONNEL AND ENVIRONMENT			
2.01	<p>Housekeeping</p> <ul style="list-style-type: none"> ● Section 069-305-301 ● Section 770-140-010 <p>(a) Is the maintenance area and switching equipment clean?</p> <ul style="list-style-type: none"> ● Section 069-305-301 <p>(b) Are the floors clean?</p> <ul style="list-style-type: none"> ● Section 770-140-010 <p>(c) Are precautions taken not to introduce unnecessary dust or dirt into the equipment room?</p> <p>(d) Is the local maintenance force practicing good housekeeping?</p> <p>(e) Are office records stored in a neat, tidy, and easily accessible manner?</p> <p>(f) Are storage room and/or areas clean and orderly?</p> <p>(g) Is the test equipment de-energized and clear of the equipment aisle when not in use?</p> <p>(h) Are lights turned off in unoccupied areas?</p> <p>(i) Is the office furniture free of defects and/or mutilations?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
2.0	PERSONNEL AND ENVIRONMENT			
2.02	<p>Building</p> <ul style="list-style-type: none"> ● Section 701-001-011 ● Section 770-120-060 ● Section 770-280-502 <p>(a) Is access to the central office controlled?</p> <p>(b) Is the 3ESS switch area free from building defects?</p> <p>(c) Are there any obvious safety hazards?</p> <p>(d) Is the temperature and humidity controlled at prescribed levels?</p> <ul style="list-style-type: none"> ● Section 760-555-150 ● Section 760-555-151 <p>(e) Are temperature and humidity recording devices in use?</p> <p style="padding-left: 40px;">(1) Are readings checked?</p> <p style="padding-left: 40px;">(2) If applicable, are the alarm settings appropriately set and do the alarms operate?</p> <p>(f) Is there sufficient space for efficient operation of equipment and personnel?</p> <p>(g) Are the building service people providing satisfactory service?</p> <ul style="list-style-type: none"> ● Section 770-120-060 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
2.0	PERSONNEL AND ENVIRONMENT			
2.02 (Contd)	<p>Building</p> <p>(h) Are arrangements made by the building service people with the SCC to wash, wax and/or polish the central office floors?</p> <p>(i) Does the SCC schedule maintenance personnel in the central office when building service plans cleaning activity other than the normal daily routine?</p> <p>(j) Are the emergency telephone numbers for building service and building maintenance posted?</p> <p>(k) Is emergency lighting available and in working order?</p>			
2.03	<p>Safety</p> <ul style="list-style-type: none"> ● Section 010-100-005 ● Section 010-100-009 <p>(a) Is the Accident Prevention Plan in effect?</p> <ul style="list-style-type: none"> ● Accident Prevention Plan Administration Guide <p>(b) Are exits clearly marked?</p> <p>(c) Are fire extinguishers readily available and inspections current?</p> <p>(d) Are bomb threat procedures current?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
2.0	PERSONNEL AND ENVIRONMENT			
2.03 (Contd)	<p>Safety</p> <p>(e) Is a building evacuation plan posted?</p> <p>(f) Are procedures for responding to a fire posted?</p> <p>(g) Are aisles and passageways free of obstructions?</p> <p>2.04 Security</p> <p>(a) Are approved admission procedures to the building enforced?</p> <p style="padding-left: 40px;">(1) If the building is unattended, is access controlled?</p> <p style="padding-left: 40px;">(2) Is the building security periodically evaluated?</p> <p>(b) Is access to the central office alarmed?</p> <p style="padding-left: 40px;">(1) Do the alarms appear at SCC?</p> <p style="padding-left: 40px;">(2) Is there key or card control access to the 3ESS switching equipment area?</p> <p style="padding-left: 40px;">(3) If access is card controlled, can the craft and/or supervisor be identified?</p> <p>(c) Are personnel entering the central office instructed to call the SCC and identify themselves and the purpose of their visit?</p> <p>(d) Are the rules for entering the central office area posted at each entrance?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
2.0	PERSONNEL AND ENVIRONMENT			
2.04 (Contd)	<p>Security</p> <p>(e) Are the storage cabinets locked when the office is unattended (tools, spare parts, circuit packs, test equipment, magnetic tapes, etc)?</p> <p><i>Note: If area has security controls, secured locker requirements are governed by company and local policies.</i></p> <p>(f) Are the office keys, doors, desks, cabinets, lockers, etc, stored in a secured key box or cabinet?</p> <p>(1) Do all the craft and supervision have access to the keys?</p>			
2.05	<p>Telephone Service</p> <p>(a) Is there a direct method of communication to the SCC?</p> <p>(b) Is an emergency telephone line provided via another central office?</p>			
2.06	<p>Communication</p> <p>● Section 190-130-110</p> <p>* (a) Are all reports and initial contacts made through the control SCC?</p> <p>● Section 190-130-110</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
2.0	PERSONNEL AND ENVIRONMENT			
2.07	Standby Power (b) Is there a form of backup AC power for the telephone, telemetry, and data equipment required for communication?			
2.08	Emergency Procedures <ul style="list-style-type: none"> ● Section 233-020-252 ● Section 190-117-341 ● Section 233-100-010 (a) Is an emergency action procedure binder available? (1) Do office personnel know the location of the emergency binder and are they familiar with the contents? (2) Are only essential procedures and practices in the emergency binder? (3) Are the practices in the binder current with the index? (4) If an outage investigation was conducted, was it thorough and documented?			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
2.0	PERSONNEL AND ENVIRONMENT									
2.08* (Contd) *	(b) Are abnormal, hazardous, and service outages conditions promptly reported, via local procedures to the company report center? (c) Is there a floor plan drawing, with the equipment locations, available at the SCC?									
2.09	Data and Telemetry (a) Are the maintenance channel and the telemetry circuits on diversified routes and/or facilities to the SCC? (b) Have maintenance dial-up channels been denied auto-answer? (c) Have the directory number labels been removed from the dial-up data channels? (d) Are the special services repair numbers available for the dial-up data channels and data facilities to the SCC? (e) Are data and telemetry facilities and dial-up lines operational?			<table border="1" data-bbox="1325 1240 1839 1364"> <thead> <tr> <th data-bbox="1331 1245 1518 1311">AVAILABLE POINTS</th> <th data-bbox="1518 1245 1692 1311">ACTUAL POINTS</th> <th data-bbox="1692 1245 1833 1311">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1331 1311 1518 1359"></td> <td data-bbox="1518 1311 1692 1359"></td> <td data-bbox="1692 1311 1833 1359"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
AVAILABLE POINTS	ACTUAL POINTS	BAND								

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
3.0	MAGNETIC TAPE ADMINISTRATION			
3.01	<p>Tape Administration</p> <ul style="list-style-type: none"> ● Section 233-100-100 <p>(a) Are rotational tapes stored in a readily accessible cabinet away from the maintenance frame or any of its units?</p> <ul style="list-style-type: none"> ● Section 233-100-100 <p>(b) Has the off-line boot and hashsum validation been performed in the last 2 weeks?</p> <ul style="list-style-type: none"> ● Section 233-100-100 ● Section 233-142-100 <p>(c) Have the translation files been updated within the last 2 weeks?</p> <ul style="list-style-type: none"> ● Section 233-100-100 ● Section 233-142-100 <p>(d) Are the proper number of tapes in the office and are they labeled properly (one Master in TDCO, backup in TDC1, two spare translation tapes in cabinet, two replacement tapes stored separately in cabinet)?</p> <ul style="list-style-type: none"> ● Section 233-100-100 ● Section 233-142-100 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
3.0	MAGNETIC TAPE ADMINISTRATION									
3.02	<p>Tape Disposition</p> <p>* (a) Are there two stand-alone tapes available, either in the SCC or the office? (Distance will determine where the tapes are kept.)</p>			<table border="1" data-bbox="1318 1285 1827 1417"> <thead> <tr> <th data-bbox="1318 1285 1507 1356">AVAILABLE POINTS</th> <th data-bbox="1507 1285 1680 1356">ACTUAL POINTS</th> <th data-bbox="1680 1285 1827 1356">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1318 1356 1507 1417"></td> <td data-bbox="1507 1356 1680 1417"></td> <td data-bbox="1680 1356 1827 1417"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
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OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
4.0	EQUIPMENT CONDITION			
4.01	<p>Equipment Frames</p> <ul style="list-style-type: none"> ● Section 030-125-501 ● Section 034-001-011 ● Section 034-351-701 ● Section 103-001-011 ● Section 103-335-300 ● Section 103-335-501 ● Section 103-335-502 ● Section 103-335-512 ● Section 201-220-501 ● Section 201-221-501 ● Section 201-519-101 ● Section 201-519-301 ● Section 201-653-502 ● Section 233-100-010 ● Section 233-100-100 ● Section 233-140-100 ● Section 233-142-100 ● Section 233-144-100 ● Section 233-110-200 ● Section 233-120-100 ● Section 233-121-100 ● Section 233-121-105 ● Section 233-121-110 ● Section 233-121-115 ● Section 233-121-116 ● Section 233-121-120 ● Section 233-121-125 ● Section 233-122-100 ● Section 233-122-110 ● Section 233-130-100 ● Section 233-135-110 ● Section 190-190-010 ● Section 506-900-503 ● Section 233-143-100 <p>(a) Is all wiring formed and dressed properly on the equipment frames?</p> <p>(b) Inspect the Network and Control Frames</p> <ul style="list-style-type: none"> ● Section 233-121-100 ● Section 233-121-120 ● Section 233-142-100 ● Section 233-121-105 ● Section 233-120-100 ● Section 233-143-100 <p>(1) Are proper tools (wiring guns, tip size, etc), insulators, and strapping wire available?</p> <ul style="list-style-type: none"> ● Section 233-020-520 <p>(2) Inspect loop and ground start strapping at remreed grids. Are all switches properly strapped, connected and dressed?</p> <ul style="list-style-type: none"> ● Section 233-121-120 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
4.0	EQUIPMENT CONDITION			
4.01 (Contd) *	<p>(c) Evaluate the Fatal Reads and Writes.</p> <p>(1) Do the Plant 24-hour registers indicate any Fatal Reads or Writes in the past 20 days? [RPT:TRF]</p> <p>(d) For the test frame, perform the following checks:</p> <ul style="list-style-type: none"> ● Section 233-124-100 ● Section 233-135-105 <p>(1) Do all the lamps operate properly?</p> <p>(2) Check the battery voltage. Are the voltages of each test battery within the limits listed in Section 233-142-100?</p> <p>(3) Is the milliwatt supply accurate per Section 233-142-100?</p> <p>(4) Are the milliwatt supply routines (ETL) scheduled and completed each year?</p> <ul style="list-style-type: none"> ● Section 233-001-011 <p>(5) Is the 23C Transmission Measuring Set calibrated properly?</p> <ul style="list-style-type: none"> ● Section 233-142-100 <p>(e) Verify the system clock.</p> <ul style="list-style-type: none"> ● Section 030-125-501 <p>(1) Is the day of the week, date, hour, and minutes correct? [OP:CLK!]</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
4.0	EQUIPMENT CONDITION			
4.01 (Contd)	<p>(f) Review Teletypewriter Maintenance</p> <ul style="list-style-type: none"> ● Section 233-152-120 <p>(1) Is the maintenance teletypewriter in good condition and working order (clean, clear, readable, no broken glass, lamps operational, etc)?</p> <p>(2) Are the teletypewriters scheduled for routine maintenance?</p> <p>(3) Will the maintenance TTY pass diagnostics [DGN:TTYC]</p> <p>(g) Verify the miscellaneous power frame.</p> <p>(1) Is the stenciling clear and the labels easily readable?</p> <p>(2) Are spare fuses readily accessible?</p> <p>(h) Review distributing frame, using a sample of recently completed trunk orders and service orders:</p> <ul style="list-style-type: none"> ● Section 201-220-501 ● Section 201-221-501 ● Section 233-121-120 <p>(1) Inspect the distributing frame per Section 201-220-501 or 201-221-501. Do you find any exceptions?</p> <p>(2) Are jumpers properly run, connected, and dressed?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
4.0	EQUIPMENT CONDITION			
4.02	<p>General</p> <ul style="list-style-type: none"> ● Section 201-120-100 ● Section 820-650-180 ● Section 301-133-100 ● Section 820-651-150 <p>(a) Are the equipment frames and end guards clearly stenciled and labels easily readable?</p> <p>(b) Are all equipment and relay covers in place?</p> <p>* (c) Verify status of Multiscan Functions (MSF): [OP:MSF!] Are any MSP functions inhibited?</p> <p>* (d) Are there any Off Normal Minor conditions and are they fully justified?</p> <ul style="list-style-type: none"> ● Section 233-143-100 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
4.0	EQUIPMENT CONDITION			
4.02* (Contd)	<p>(e) Determine the number of switch paths currently out of service. [OP:NW:STAT!]</p> <ul style="list-style-type: none"> ● Section 233-143-100 <ol style="list-style-type: none"> (1) Are reasonable efforts being made to restore the switches in the network to service? ● Section 233-143-100 <p>(f) Determine the trunks that are out of service [OP:- TRK:STAT!].</p> <ul style="list-style-type: none"> ● Section 233-143-100 <ol style="list-style-type: none"> (1) Are the number of trunks out of service, by TGN, reasonable? <p><i>Note:</i> The Network Administrator can provide the minimum trunks required for each TGN for Busy Hour/Busy Day. From the information received, the reviewer(s) can determine if the trunks in service are sufficient to carry the Busy Hour Load.</p> (2) Are reasonable efforts being made to restore the trunks to service? 			
*				

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
4.0	EQUIPMENT CONDITION									
4.02 (Contd)	<p>(g) Determine the service circuits that are out of service. [OP:SVC:STAT!]</p> <ul style="list-style-type: none"> ● Section 233-143-100 <p>(1) Are the number of service circuits out of service, by group number, reasonable?</p> <p>(h) Are the primary and backup channels in service? [OP:AMA:STAT!]</p> <ul style="list-style-type: none"> ● Section 233-190-204 			<table border="1" data-bbox="1306 1281 1816 1414"> <thead> <tr> <th data-bbox="1306 1281 1497 1352">AVAILABLE POINTS</th> <th data-bbox="1497 1281 1667 1352">ACTUAL POINTS</th> <th data-bbox="1667 1281 1816 1352">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1306 1352 1497 1414"></td> <td data-bbox="1497 1352 1667 1414"></td> <td data-bbox="1667 1352 1816 1414"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
AVAILABLE POINTS	ACTUAL POINTS	BAND								

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
5.0	ALARMS									
5.01	<p>Alarm Tests</p> <ul style="list-style-type: none"> ● Section 233-142-100 ● Section 233-143-100 ● Section 233-001-011 <p>(a) Are all the office alarms and alarm lamps, including the MCC and test frame alarms operative?</p> <ul style="list-style-type: none"> ● Section 233-142-100 <p>(b) Perform five alarm tests from Section 233-142-100 and record the selections. Different tests should be used for each review.</p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p>(4) _____</p> <p>(5) _____</p> <p>(1) Did the tests performed meet the requirements?</p> <ul style="list-style-type: none"> ● Section 233-142-100 <p>(2) Were the proper alarms and output messages received at the central office and the SCC?</p> <p>(3) Is the SCC capable of retiring audible alarms at the central office from the control console and work station?</p>			<table border="1" data-bbox="1291 1351 1833 1488"> <thead> <tr> <th data-bbox="1291 1351 1484 1430">AVAILABLE POINTS</th> <th data-bbox="1484 1351 1665 1430">ACTUAL POINTS</th> <th data-bbox="1665 1351 1833 1430">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1291 1430 1484 1488"></td> <td data-bbox="1484 1430 1665 1488"></td> <td data-bbox="1665 1430 1833 1488"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
AVAILABLE POINTS	ACTUAL POINTS	BAND								

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER			
6.01	<p>Power Plant</p> <ul style="list-style-type: none"> ● Section 155-003-003 ● Section 169-745-301 ● Section 169-745-302 ● Section 169-652-306 ● Section 167-609-400 ● Section 167-738-400 ● Section 233-143-100 ● Section 233-144-100 ● Section 157-601-701 <p>(a) Inspect the power plant.</p> <p style="padding-left: 40px;">(1) Are the fuse holders and switches designated clearly?</p> <p style="padding-left: 40px;">(2) Are the necessary spare fuses available?</p> <p style="padding-left: 40px;">(3) Are fire extinguishers strategically placed?</p> <p style="padding-left: 40px;">(4) Is the general safety and housekeeping of the power plant satisfactory?</p> <p>(b) Has a full engineering and operational review of the 3ESS switch power plant been performed in the past 3 years?</p> <ul style="list-style-type: none"> ● Section 155-003-003 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.01 (Contd)	<p>(c) Are the DC rectifiers equipped with walk-in circuits?</p> <ul style="list-style-type: none"> ● Section 169-745-301 ● Section 169-745-302 ● Section 169-652-306 <p>(d) Are power failure simulation routines coordinated with the System Evaluation Section N routine and performed at least once a year?</p> <ul style="list-style-type: none"> ● Section 155-003-003 			
6.02	<p>Power Maintenance</p> <ul style="list-style-type: none"> ● Section 233-144-100 ● Section 233-143-100 ● Section 802-001-195 ● Section 802-679-160 ● ED-3H150-10 <p>(a) Is there any evidence of excessive heat due to loose connections, damaged cable, etc, in the electrical circuits at the 3ESS switch power distribution frame?</p> <p>Caution: To prevent opening circuit move electrical cable from side to side when checking for loose connections — DO NOT PULL electrical cable.</p> <p>(b) Check several ground and power connections. Are they connected properly?</p> <ul style="list-style-type: none"> ● Section 802-001-195 ● ED-3H150-10 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.02 (Contd)	(c) Are there any violations in grounding? <ul style="list-style-type: none"> ● Section 802-001-195 ● ED-3H150-10 (d) Are all emergency lights periodically tested and in working condition? <ul style="list-style-type: none"> ● Section 171-140-501 ● Section 802-015-158 			
6.03	Alarms <ul style="list-style-type: none"> ● Section 233-142-100 ● Section 233-144-100 ● Section 233-143-100 (a) Are both audible and visual, major and minor power alarms remoted from the power source to the maintenance area SCC? (b) Do fuse alarms operate properly? <ul style="list-style-type: none"> ● Section 233-144-100 (c) Are the correct power alarms and output messages received at the SCC? (d) Do rectifier and converter failure operate an alarm?			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.04	<p>Emergency Engine/Turbine — Operating and Performance Data</p> <ul style="list-style-type: none"> ● Section 155-001-012 ● Section 155-001-013 <p>(a) Are engine operating instructions available within view of starting controls?</p> <p>(b) Do operating instructions provide simple, clearly defined, step-by-step procedures?</p> <p>(c) Is adequate emergency lighting provided in the engine area?</p> <p>(d) Are adequate safety devices provided for eye and ear protection?</p> <p>(e) Does the engine run log provide a complete continuing record of engine runs?</p> <ul style="list-style-type: none"> ● Section 155-002-010 ● Form E-5697 <p>(f) Has the engine been run at prescribed minimum frequency intervals?</p> <p>(g) Does the duration of the engine run meet requirements?</p> <p>(h) Does the performance data indicate the machines are running properly?</p> <ul style="list-style-type: none"> ● Section 155-001-012 ● Section 155-001-013 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.04 (Contd)	(i) Are all of the automatic shutdown and alarm features checked at prescribed frequencies and properly labeled. (j) Is emergency shutdown switch provided at a safe location? (k) Are adequate instructions provided for guidance should the engine fail to operate? (l) Are basic emergency tools kept on hand? (m) Are maintenance personnel able to start the emergency engine and connect to the office load? (n) Does the engine run free of serious oil or water leaks?			
6.05	Emergency Engine Turbine — Fuel, Oil, and Water <ul style="list-style-type: none"> ● Section 065-320-301 ● Section 155-001-016 (a) Is the oil level proper and changed or analyzed at proper intervals? Is fuel analyzed? (b) Is the oil free of water? (c) Have air, fuel, and oil filters been changed at prescribed intervals? <ul style="list-style-type: none"> ● Section 155-001-012 ● Section 155-001-013 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.05 (Contd)	<p>(d) Are antifreeze and rust inhibitor used in coolant water when required?</p> <ul style="list-style-type: none"> ● Section 065-305-301 <p>(e) Is the fuel supply adequate?</p> <ul style="list-style-type: none"> ● Section 065-320-301 <p>(f) Has fuel oil additive (inhibitor) been used and a check for water conducted?</p> <ul style="list-style-type: none"> ● Section 065-320-301 			
6.06	<p>Portable Engines</p> <p>(a) Can portable engines be connected quickly and are step-by-step instructions available?</p> <p>(b) Does the method of connection avoid violation of building security?</p>			
6.07	<p>Batteries — Pilot Cell Readings</p> <ul style="list-style-type: none"> ● Section 157-601-701, Forms E-3040 and E-3592 <p>(a) Are pilot cell voltage readings within limits?</p> <ul style="list-style-type: none"> ● Section 157-601-701 <p>(b) Do the pilot cell specific gravity readings meet requirements?</p> <ul style="list-style-type: none"> ● Section 157-601-701 <p>(c) Has proper action been taken when voltage or gravity deviations occur?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.08	<p>Batteries — Individual Cell Voltage Readings</p> <ul style="list-style-type: none"> ● Section 157-601-701, Form E-3593 <p>(a) Have individual cell voltage readings been made for the last year?</p> <p>(b) Are individual cell voltage readings currently above minimum levels?</p>			
6.09	<p>Batteries — Semiannual Cell Ratings</p> <ul style="list-style-type: none"> ● Section 157-601-701, Form E-2003 <p>(a) Have semiannual individual cell specific gravity readings been completed?</p> <p>(b) Is the specific gravity of all cells within limits?</p> <p>(c) Has the variation of specific gravity of all individual cells remained constant within limits?</p> <p>(d) Were cells that required a charge brought up to acceptable levels?</p> <p>(e) Do battery connections appear to be tight?</p>			
6.10	<p>Batteries — Battery Water</p> <ul style="list-style-type: none"> ● Section 157-601-701 <p>(a) Is the water used to replace evaporated water low in mineral content?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
6.0	POWER (Contd)			
6.11	Batteries — Physical Conditions <ul style="list-style-type: none"> ● Section 157-601-703 (a) Are all cells free of physical defects? (b) Are all observed defects on the quarterly inspection record? (c) Is the electrolyte level proper in all cells? ● Section 157-601-701 (d) Are all cells free of corrosion that should require immediate action? ● Section 157-601-702 (e) Are all cells free of electrolyte any/or water on the tops of the cells? 			
6.12	Batteries — Float Voltage <ul style="list-style-type: none"> ● Section 167-624-301 (a) Does the average float voltage indicate individual cell voltage within limits? 			
6.13	Batteries — Boost Charge <ul style="list-style-type: none"> ● Section 167-624-301 (a) Are the supervisor and craft personnel aware of the caution on boost charges? 			
6.14	Batteries — Round Batteries <ul style="list-style-type: none"> ● Section 157-629-701 (a) Do any battery cells show signs of crystallization? 			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
6.0	POWER (Contd)									
6.15	Ringling and Tone Plants (a) Availability and Performance (1) Is the standby ringling plant available for service? * (2) Is there any history of ringling and tone plants switching other than the scheduled routines (check SCC Control Log)?									
6.16	Materials and Protection ● Section 157-601-701 (a) Are chemical agents for neutralizing battery acid readily available? (b) Are gloves, aprons, goggles, and eyewash kits available in battery area? (c) Is the battery work area free of hazards? (d) Are rubber gloves and blankets for electrical protection available and current? ● Section 081-710-100 ● Section 081-710-200 (e) Are the gloves and blankets in satisfactory condition?			<table border="1" data-bbox="1346 1384 1885 1521"> <thead> <tr> <th data-bbox="1346 1384 1539 1460">AVAILABLE POINTS</th> <th data-bbox="1539 1384 1724 1460">ACTUAL POINTS</th> <th data-bbox="1724 1384 1885 1460">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1346 1460 1539 1521"></td> <td data-bbox="1539 1460 1724 1521"></td> <td data-bbox="1724 1460 1885 1521"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
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OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS
7.0	CABLE VAULT			
7.01	<p data-bbox="352 360 443 381">General</p> <ul style="list-style-type: none"> <li data-bbox="415 419 680 441">● Section 081-700-100 <li data-bbox="415 452 680 474">● Section 081-700-120 <li data-bbox="415 485 680 507">● Section 628-220-200 <li data-bbox="415 518 680 540">● Section 638-300-011 <li data-bbox="730 419 995 441">● Section 638-300-211 <li data-bbox="730 452 995 474">● Section 638-300-212 <li data-bbox="730 485 995 507">● Section 919-240-610 <p data-bbox="352 579 1016 639">(a) Is the central office and SCC responsible for cable vault security?</p> <ul style="list-style-type: none"> <li data-bbox="415 678 680 700">● Section 919-240-610 <p data-bbox="352 740 1016 799">(b) Are procedures for access to the cable vault being followed?</p> <p data-bbox="352 839 863 860">(c) Is a gas indicator ready for testing?</p> <ul style="list-style-type: none"> <li data-bbox="415 900 680 921">● Section 081-700-100 <li data-bbox="415 933 680 954">● Section 081-700-120 <p data-bbox="352 994 884 1015">(d) Are all open splices properly covered?</p> <p data-bbox="352 1055 982 1077">(e) Are all cables properly bonded and grounded?</p> <ul style="list-style-type: none"> <li data-bbox="415 1116 680 1138">● Section 638-300-011 <li data-bbox="415 1149 680 1171">● Section 638-300-212 <li data-bbox="415 1182 680 1204">● Section 638-300-211 <p data-bbox="352 1243 856 1265">(f) Is the cable vault cleared of debris?</p> <p data-bbox="352 1305 856 1326">(g) Are all cable ducts properly sealed?</p> <p data-bbox="352 1366 1010 1387">(h) Are there any safety or environmental hazards?</p> <p data-bbox="352 1427 968 1448">(i) Is the vault equipped with emergency lights?</p>			

OPERATIONAL REVIEW CHECKLIST

ITEM NO.	ITEM	SAT.	EX.	COMMENTS						
7.0	CABLE VAULT									
7.01 (Contd)	<p>General</p> <p>(j) Test the Sump Pump Alarm. Is the alarm operational at the central office?</p> <p>* (k) Is the Sump Pump Alarm received at the SCC?</p> <p>7.02 Fire Safety</p> <ul style="list-style-type: none"> ● Section 760-640-200 ● Section 760-650-100 <p>(a) Has an early warning fire detection system been installed?</p> <ul style="list-style-type: none"> ● Section 760-650-100 <p>(b) Are fire extinguishers provided for the vault?</p> <ul style="list-style-type: none"> ● Section 760-640-200 <p>7.03 Air Dryer</p> <ul style="list-style-type: none"> ● Section 161-001-012 <p>(a) Is cable pressurization equipment maintained by the central office?</p> <p>(b) Are air dryer routines scheduled and completed?</p> <ul style="list-style-type: none"> ● Section 161-001-012 <p>(c) Is the air dryer operational?</p> <p>(d) Is there proper pressure on all cables connected in the system?</p>			<table border="1" data-bbox="1325 1381 1835 1513"> <thead> <tr> <th data-bbox="1325 1381 1507 1455">AVAILABLE POINTS</th> <th data-bbox="1507 1381 1688 1455">ACTUAL POINTS</th> <th data-bbox="1688 1381 1835 1455">BAND</th> </tr> </thead> <tbody> <tr> <td data-bbox="1325 1455 1507 1513"></td> <td data-bbox="1507 1455 1688 1513"></td> <td data-bbox="1688 1455 1835 1513"></td> </tr> </tbody> </table>	AVAILABLE POINTS	ACTUAL POINTS	BAND			
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