

Central Office Patch Cord Tag Instructions

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1. General

- 1.1 Purpose** This practice provides instructions on completing the Patch Cord Tags. These tags are used in the Central Office to identify circuits that have been bypassed for operation or maintenance related issues.
- 1.2 Filing Instructions and Supersedures** Discard all previous issues and associated addenda of this practice and file this issue numerically in your GTE Telephone Operations practices set.
- This practice supersedes and cancels:
- All policies, procedures, general instructions, letters, and memoranda which address this subject.
 - Any document which provides information contrary to the information contained in this practice.
- 1.3 Reason for Reissuing** This practice has been reissued to incorporate multiple changes in the content. Read this entire practice to ensure your familiarity with the new information.

1. General, continued

1.4 Responsibility

This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the GTE Telephone Operations Headquarters Network Reliability Support Department.

1.5 Disclaimer

This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, customers, and end users when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities, and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

2. Completing the Patch Cord Tag

2.1 Introduction

The tags are designed with a "peel and stick" backing to permit the individual patch cord tag to be labeled. The tag is wrapped around the patch cord. This method of identification:

- Provides an on-site visual means to the bypassed circuits.
- Provides site information to ensure circuits are marked and restoration is timely.
- Prevents the removal of an active patch cord before the required maintenance is performed on that particular circuit. This reduces the risk of further outages or interruption of customer service.

2.2 Description

The tag is labeled by marking the fields on the form with a ball point pen (see Exhibit 1). This ensures that the markings cannot be smudged using a pencil or marker.

The following chart describes the fields on the Patch Cord Tag that must be completed.

Field	Definition
Reason	Describe the reason why the patch cord is required.
Date	The date the patch was installed.
Patched By	Person installing the patch cord.
Requested By	Person requesting the patch cord to be installed.
CKT	The circuit number of the patch.
Made Good On	The date the circuit restored.

(continued)

2. Completing the Patch Cord Tag, continued

2.2

Description, continued

Field	Definition
From	The From equipment location.
Bay	The bay from which the circuit is served.
Jack	The jack from which the circuit is served.
To	The To equipment location.
Bay	The bay to which the circuit is patched.
Jack	The jack to which the circuit is patched.

3. Ordering the Patch Cord Tag

3.1

Patch Cord Distribution

The tags come 12 tags per sheet in orders of 100 sheets per bundle (see Exhibit 1).

3.2

Form

The Patch Cord Tag, Form 90016171, is referenced in this practice (see Exhibit 1). Order this form through normal supply channels.

Exhibits

REASON

DATE

PATCHED
BY

REQUESTED
BY

CKT
MADE
GOOD ON

FROM

BAY

JACK

TO

BAY

JACK

90016171

Exhibit - Patch Cord Tag, Form 90016171