

TRUNK TRANSMISSION MAINTENANCE INDEX  
BALANCE COMPONENT  
MANUAL SUMMARY PROCEDURES

1. GENERAL

1.01.1 This Addendum supplements Section 301-123-500 and is reissued to delete reference to a specific issue number or issuance date of the main section. No other changes have been made in this Addendum.

1.01.2 To facilitate application of the main section's procedures in the Southwestern Company the following paragraphs will apply:

2. SURVEY SCHEDULE

2.01.1 The Transmission and Protection Engineer shall certify the balance condition of each applicable office in his Area by review of initial and/or subsequent balance measurement results furnished to him, and thereafter by review of the most recent balance survey measurement results performed as part of this plan. Balance certification of a particular office by the Transmission and Protection Engineer will be indicated in Column B of Form E-5688 (see 4.03 of main section).

2.02.1 An office shall not be scheduled for survey under this plan until the Transmission and Protection Engineer reviews the initial and/or subsequent balance measurement results, and certifies the office as balanced.

2.03.1 Each office having balance requirements shall be scheduled for survey within two (2) years from the date of certification (shown in column B of Form E-5688) or date of last survey, whichever is latest. If the survey is not completed prior to the end of the reporting period for the calendar quarter immediately following

the end of the two year period, the office shall be decertified and the balance condition of all trunks reported as unsatisfactory until the office has been recertified by the Transmission and Protection Engineer.

2.04.1 The balance survey tests may indicate three conclusions as follows:

(a) Both ERL and SP results fall in the satisfactory regions of the appropriate charts, Figures 3, 4 and 5, Section 301-133-500. Office should be scheduled for survey within two (2) years.

(b) ERL and/or SP results fall in the gray area of the appropriate chart, Figures 3, 4 and 5, Section 301-133-500. Additional investigation shall be made to determine what, if any, corrective action is required. Should the Transmission and Protection Engineer's review of the investigation results show:

(1) The office to have fully acceptable balance, it shall be scheduled for re-survey within two years of the original survey date;

(2) The balance condition to be marginal, but acceptable, the office shall be scheduled for re-survey within one year of the original survey date;

(3) Need for corrective action of a minor nature, the indicated work shall be carried out and the office scheduled for re-survey within one year of the date of the original survey or after completion of the work but not later than two years from the date of the original survey.

(c) ERL and/or SP results fall in the unsatisfactory regions of the appropriate charts, Figures 3, 4 or 5, Section 301-133-500, additional investigation shall be made to determine what corrective action is appropriate. Should the Transmission and Protection Engineer's review of the investigation results show:

(1) That complete rebalancing is required, the office shall be decertified and the balance work scheduled. When the balance work is completed and the office recertified, it shall be scheduled for survey within two years of the certification date;

(2) That major work is needed but complete rebalancing is not required, the work shall be done and the office scheduled for re-survey within one year of the date of the original survey.

2.05.1 Form E-5688 shall be used to prepare and publish survey schedules.

Separate forms shall be prepared for each Division.

2.05.2 The Transmission and Protection Engineer shall initiate Form E-5688, listing alphabetically all applicable offices within a Division in Column A, and certification data in Column B. Copies of updated Form E-5688 for each Division, with entries in Columns A and B, shall be furnished to the General Plant Manager at least 30 days prior to the beginning of each calendar quarter.

2.05.3 The General Plant Manager shall prepare the survey schedule for all applicable offices in each Division of his Area which are to be surveyed, by indicating the calendar quarter and year in Column C of Form E-5688. The survey schedule in each Division should be distributed as uniformly as possible over the 2 year period. The

balance survey of an office may be performed at any time during the calendar quarter in which it is scheduled. Prior to the beginning of each calendar quarter, the General Plant Manager shall furnish an updated copy of Form E-5688, with entries in Columns A, B and C indicating certification status and schedule of each office, to the appropriate Division Plant Superintendent, and a copy to the Transmission and Protection Engineer.

#### 4. SUMMARY PROCEDURES

4.01.1 The Balance Maintenance Component computation on Form E-5688 shall be prepared at the end of each calendar quarter for each Division by the appropriate Transmission and Protection Engineer.

NOTE: For purposes of this plan, Arkansas Area prepares a Division report.

4.02.1 Column A - Source - Division reports shall list applicable office results data on separate lines in alphabetical order.

4.07.1 Column F - Total Trunks Requiring Balance - Entries in Column F shall always reflect the total number of trunks for an office as reported on the most recent Office Balance Survey Data Form E-5530. For offices which have never been surveyed under this plan, the General Plant Manager shall furnish to the Transmission and Protection Engineer the total number of trunks requiring balance in each of these offices. This information is required prior to the end of each calendar quarter for entries in Column F.

#### 7. REPORTS REQUIREMENTS

7.01.1 Summary reports on Form E-5688 are required at the end of each calendar quarter report period for all Divisions.

7.01.2 The Transmission and Protection Engineer shall forward one copy of

each Division report on Form E-5688 to reach the General Plant Manager not later than the 20th of the third month of each calendar quarter.

7.01.3 The Area Plant Coordinator for the TMI will use Form E-5688 to com-

plete documents for the mechanized summary procedures (Input 09).

7.01.4 The Supervisor of Corporate Books will furnish a copy of the mechanized results to New York.