

SERVICING CENTER TESTS
SERVICING CENTER REPAIR TICKET
FORM SW-6318

1. GENERAL

1.01 Form SW-6318 (see Figure 1) is a servicing center repair ticket designed to facilitate disposition of N, O, and ON carrier equipment units removed from service for repair in a Telephone Company servicing center. It is used to identify equipment units until they are repaired and returned to service. The bottom half of the ticket is filled in upon completion of the repair job as a record of work done, parts used, and time required for the repairs.

1.02 The ticket which is approximately 3" X 6" is printed on card stock provided with a hole and string to permit tying it to the equipment at the time it is removed from service. Form SW-6318 may be ordered from the Western Electric Company on stationery requisitions.

2. DESCRIPTION OF FACE OF FORM

2.01 Equipment - Enter the type designation of the carrier unit removed from service, such as: N Channel Unit, O Group Oscillator, O Thru Channel Unit, etc.

2.02 Ticket Number - Number tickets serially in sequence, starting with 1 for the first ticket each calendar year at each test center. Identify test center by name under the ticket number.

2.03 Date - Enter the date equipment unit was removed from service.

2.04 System - Identify carrier system in which equipment unit was last working.

2.05 Time - Enter time of day when trouble was reported which caused removal of equipment unit.

2.06 Channel - Identify carrier system channel on which equipment unit was being used.

2.07 Nature of Trouble - Enter all details of trouble reported or identified which will assist servicing center in locating and correcting trouble in unit.

2.08 Reported By - Enter initials or name of tester who located or identified trouble in equipment unit.

2.09 Testboard - Ticket Number - Enter here any cross-reference to testboard records which is required by test center.

2.10 Equipment Owned By - Enter the name of the office which forwarded the equipment unit to the Servicing Center.

2.11 Ticket Number - Enter here the same data described in Paragraph 2.02 so that the lower half may be associated with data reported on upper half after it is removed at perforations.

2.12 Date - Enter here the date on which repairs are completed.

2.13 System and Channel - Enter the same data described in Paragraphs 2.04 and 2.06.

2.14 Trouble Found - Enter sufficient information as to trouble located and corrected so that studies of weak spots in equipment may be made as required.

2.15 Items Replaced - List all component parts which were replaced or added in equipment unit, so that stock replacements may be ordered.

2.16 Manhours Consumed - List in hours and quarter-hours the number of manhours consumed in making repairs to the unit. This helps in scheduling of work load at the Servicing Center.

2.17 Repaired By - Enter initials of repairman who completed repairs on equipment unit.

3.01 The top half of Form SW-6318 is to remain tied to the equipment unit until it is returned to service. At that time it shall be removed and disposed of locally.

3.02 The bottom half of Form SW-6318 is to be removed at the perforations at the completion of repairs. The bottom half is to be retained by the servicing center for a period of one year, as a trouble history record and for study purposes. At the expiration of one year the tickets shall be disposed of locally.

3. DISPOSITION OF FORM SW-6318

Attached: Exhibit 1

