

CABLE LOCATION ACKNOWLEDGMENT FORM 3633

1. GENERAL

1.01 This section provides information for preparing the Cable Location Acknowledgement Form (Form 3633). This form is to be prepared by Plant Forces and signed by the Contractor, etc., or his authorized representative, after the cable has been located.

1.02 This section is reissued to change distribution of Form 3633.

1.03 A copy of this completed form will assist our Legal Department in the event the cable is damaged after it has been located.

2. COMPLETION OF FORM

2.01 The form shall be prepared by the workman locating the cable. The District identity shall be filled in and if further identification is needed, the first 3 numbers of the exchange the location is in may be added after the District.

2.02 The date and time the location was made.

2.03 The location line shall be a brief description such as, Rear 111 Main St., or East Side Main St., 1st to 2nd Ave.

2.04 The next line (FOR) shall be the name of the Company or individual requesting the location.

2.05 The acknowledgement line shall be signed by the foreman of the Company requesting the location or an authorized representative such as backhoe operator, etc. If an individual, such as a property owner requests the location, then his signature shall be requested. If a signature is refused by any of the above, then the employee shall write refused on the acknowledgement line. If no one is present to acknowledge, then the employee shall indicate on the acknowledgement line.

3. COMPLETED FORMS

3.01 The original completed form (white copy) shall be given to the signer. The second copy (yellow copy) shall be given to the employee's supervisor. The supervisor shall forward the completed forms to his Plant Service Manager at the end of each month.

3.02 The Plant Service Manager shall keep each form for a minimum of 90 days. In event of damage to a cable occurs, subsequent to a locating job, Form 3633, pertaining to the damaged cable, shall be attached to the original copy of the 80-2 which is sent to the Legal Department.

4. ORDERING INFORMATION

4.01 Form 3633 is available in books of 25 sets from Forms Distribution which is located at 240 N. Meridian St., Room 160.

4.02 A copy of Form 3633 is made an attachment to this section.

Attachment:

Form 3633 — Cable Location Acknowledgement Form



Indiana Bell
AN AMERITECH COMPANY

FORM 3633

_____ DISTRICT

DATE _____ TIME _____

INDIANA BELL TELEPHONE COMPANY HAS LOCATED THE TELEPHONE CABLE

AT _____

FOR _____

ACKNOWLEDGMENT _____