SABER CARD READER
MULTI-PURPOSE CARD
FORM SW-6891

1. GENERAL

1.01 This section is issued to describe the use and preparation of Form SW-6891, Multi-Purpose Card.

1.02 Form SW-6891, Multi-Purpose Card, can be used with a Saber Card Reader to perform various special studies at RSB, District, Division, Area, or Company level.

1.03 Form SW-6891 is a standard mark read card, 3 1/4 inch by 7 3/8 inch, both sides of which can be read in one pass through the card reader. The Form SW-6891 has 40 columns on each side and these 40 columns are divided into ten fields each being four columns wide. (Exhibit 1)

2. PREPARATION AND USE OF FORM SW-6891

2.01 Form SW-6891 is to be used with the Saber Card Reader (see 660-100-900SW). Utilization of the Form SW-6891 and the card reader should assist in performing special studies that require the sorting of various data.

2.02 After a batch of Form SW-6891's have been prepared in accordance with a predetermined plan, the cards can be loaded into the card reader hopper along with a card reader compare control card (See 660-100-017SW and 660-100-900SW) and then sorted. This system will allow any study to be performed where the data is such that it can be coded on a Form SW-6891 and then sorted using the compare mode of operation of the Saber Card Reader.

2.03 Blocks in Form SW-6891 are marked in the same manner as blocks on the Trouble Report Ticket, SW-6911. (See 660-100-018SW)

3. EXAMPLES

3.01 Use of the SW-6891 is not limited to the following examples. These examples are used for illustration purposes only.

3.02 A district decides that it would like to perform a study to determine the percentage of long hand corrections on service orders by type of long hand correction. First it will be necessary to determine the parameters to be measured, for example:

(a) Causes of long hand corrections:

    1. color change customer reasons
    2. color change Telco reasons
    3. set change customer reasons
    4. set change Telco reasons
    5. cord change customer reasons
    6. cord change Telco reasons
    7. change in billing information, customer or Telco reason
    8. change in customer address or spelling of customer name, customer or Telco reason

(b) Code the Form SW-6891

    1. For reason one, mark block 1 column 1 of SW-6891.
    2. For reason two, mark block 2 column 1 of SW-6891.
    3. For reason three, mark block 3 column 1 of SW-6891.
    4. For reason four, mark block 4 column 1 of SW-6891.

5. For reason five, mark block 5 column 1 of SW-6891.

6. For reason six, mark block 6 column 1 of SW-6891.

7. For reason seven, mark block 7 column 1 of SW-6891.

8. For reason eight, mark block 8 column 1 of SW-6891.

(c) After the study period has been completed the cards are collected and sorted. From this sort the number of long hand corrections due to any of the reasons can be determined. Hence it becomes easy to determine percentage of long hand corrections by cause. (See Exhibit 2)

3.03 A frame foreman with six framemen reporting to him decides to perform a study over a 30 day period to determine the total number of quality defects per frameman and also the total number of defects by type. He would first determine what quality defects he would wish to monitor, and assign a block and column to designate each defect. For example:

(a) Frameman #1   Mark   Block 1   in column 1
    "   #2   "   "   2   "   "   1
    "   #3   "   "   3   "   "   1
    "   #4   "   "   4   "   "   1
    "   #5   "   "   5   "   "   1
    "   #6   "   "   6   "   "   1

(b) Bad soldering job – mark block 1 in column 2.

Failure to remove dead jumper – mark block 2 in column 2.

Incorrect heat coil type – mark block 3 in column 2.

No intercept strap on disconnect – mark block 4 in column 2.

No SSP marking where required – mark block 5 in column 2.

Improper twist in jumper wire – mark block 6 in column 2.

No defects noted – mark block 7 in column 2.

The frame foreman, after collecting the data, could sort the multi-purpose cards for any combination of results he desired. For example, the frame foreman could sort for the total number of quality defects by type of defect or the number of job performed by frameman #1 where no defects were found. (See Exhibit 3)

3.04 The examples above only illustrate the procedure to be followed. The use of the card reader and the multi-purpose card should allow for studies to be performed with a minimum of computation time and a minimum of craft or clerical time to mark Form SW-6891.

MULTI-PURPOSE CARD
FORM SW-6891

(Front)   (Back)

EXHIBIT   1

(Front)   (Back)

SW-6891 Marked per example discussed in Paragraph 3.02

Set change Telco reason

EXHIBIT 2

(Front)

(Back)

SW-6891 Marked per example discussed in Paragraph 3.03

Frameman #4 failed to Remove a Dead Jumper

EXHIBIT 3