

CABLE SHEATH OPENING RECORD

1. GENERAL

1.01 This section describes a method of recording cable sheath openings and closings, which will provide a record of those cables on which work is in progress, as well as those cable sheath openings not permanently closed.

1.02 This record will aid in protecting important services against accidental interruption; will aid the test center and field forces in clearing defective pairs, where the defect is at or near the proposed opening; and will aid in locating and clearing trouble reports which may result from the cable work.

2. DESCRIPTION OF FORM E-4024

2.01 Form E-4024, Cable Sheath Opening Record, is provided on 10-7/8 in. by 8-3/8 in. sheets with standard punchings at the top of the form for filing in a standard loose leaf binder. See Fig. 1 for facsimile of form and description of entries.

3. USE OF FORM E-4024

3.01 Form E-4024, Cable Sheath Opening Record, is provided to record the opening and closing of any cable sheath in a given test center area.

3.02 Form E-4024 shall be maintained at that location in the test center where the field forces normally call regarding work involving the opening or closing of cable sheaths.

3.03 In order that the record be accurate and up to date, it is essential that the field forces call the forces who maintain the Form E-4024 each time a cable sheath is to be opened or closed. This includes the initial opening and the reopening of temporary or wrapped closings, and closings either temporary or final.

3.04 Identify each day's activity on Form E-4024 by entering the date on the first vacant line; subsequent entries regarding cable sheath openings and closings shall be entered as they are reported.

3.05 When the field forces call for an opening number, enter the information indicated by the column headings on the Form E-4024.

3.06 Determine that the field forces have information regarding any special services which may be involved in the cable work or exposed to accidental interruption. In the event that this information is not in the possession of the field forces, it shall be obtained prior to the issuance of the opening number. The initials of the employee making this check shall be entered in the column headed "Special Services."

Caution: Particular care shall be exercised to determine whether certain types of service, on which SPECIAL SAFEGUARDING MEASURES have been applied, are involved, e.g., "Bells and Lights, CADW." In such cases refer to instructions covering SPECIAL SAFEGUARDING MEASURES.

3.07 Determine, if practicable, whether there are any defective pairs in the cable being opened where the defect may be at or near the location of the sheath opening. Inform the field forces of the pairs involved, nature of the defect, and other information which may aid in clearing the defective pairs. The initials of the employee who obtains this information for the field forces shall be entered in the column headed "Def. Pairs."

3.08 In those cases where the cable sheath opening involves the transfer of working pairs, for which cable transfer forms are prepared, the forms will indicate those services requiring special service precautions as well as defective pairs.

3.09 When the entries, regarding the cable sheath opening, have been completed on Form E-4024, assign the field forces the next available opening number.

Note: It will expedite the issuance of the initial opening number if the field forces notify the forces who maintain the Cable Sheath Opening Record in advance of the proposed opening, so that they may obtain information regarding special service lines and defective pairs.

3.10 Any group of numbers may be used for opening and closing numbers, however, it is desirable to assign the numbers in numerical sequence in order to prevent duplication.

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3.11 When opening numbers are assigned, the previous temporary closing number, if any, may be crossed out. This will facilitate locating temporary closings in a particular area.

3.12 At the time each sheath opening is to be closed, either temporarily or finally, the field forces will call for a closing number. Determine, in so far as practicable, that no cases of trouble are pending which resulted from the cable work.

3.13 Assign the next available number to the field forces as a closing number. This number shall be suffixed with a "T" to indicate a temporary closing or an "F" to indicate a final closing.

3.14 Fig. 2 illustrates typical entries on Form E-4024, the method of entering the information may be altered, as required, depending upon local conditions.

4. ORDERING INFORMATION

4.01 Form E-4024, Cable Sheath Opening Record, is provided in packages of 25 sheets per package.

4.02 When convenient, the form should be ordered in multiples of the package unit.

(Quantity), Form E-4024

CABLE SHEATH OPENING RECORD

	NAME	WORK ORDER NO.	SPLICE NO.	TRANSFER NO.	"FROM" CABLE & COUNT	"TO" CABLE & COUNT	LOCATION OF WORK	SPECIAL SERVICES	DEF. PAIRS	OPENING NO.	CLOSING NO.
1											
2	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
3											
4											
5											
6	<u>EXPLANATION OF ENTRIES</u>										
7	<u>EXPLANATION OF ENTRIES</u>										
8	<u>EXPLANATION OF ENTRIES</u>										
9	<u>EXPLANATION OF ENTRIES</u>										
10	NOTE										
11	NO.										
12	①	Enter name of employee calling for opening number.				⑦	Enter the geographical location of the work.				
13	②	Enter the work order number. (If no work order involved enter nature of work.)				⑧	Enter the initials of the employee who determines that the field forces have information regarding special services.				
14	③	Enter the splice number involved, if any.				⑨	Enter the initials of the employee who determines that the field forces have information regarding defective pairs.				
15	④	Enter the transfer number, if any.				⑩	Enter the cable sheath opening number assigned.				
16	⑤	Enter the cable and count from which pairs are transferring.				⑪	Enter the cable sheath closing number assigned.				
17	⑥	Enter the cable and count to which pairs are being transferred.				Note: When opening numbers are assigned, the previous temporary closing number, if any, may be crossed out. This will facilitate locating temporary closings in a particular area.					
18	Note: If no transfer is involved, enter cable and pair numbers involved in the work.										
19											
20											
21											
22											
23											
24											

Fig. 1 - Facsimile of Form E-4024 and Explanation of Entries

CABLE SHEATH OPENING RECORD

	NAME	WORK ORDER NO.	SPLICE NO.	TRANSFER NO.	"FROM" CABLE & COUNT	"TO" CABLE & COUNT	LOCATION OF WORK	SPECIAL SERVICES	DEF. PAIRS	OPENING NO.	CLOSING NO.
1					SEPT 14, 1953						
2	SMITH	807-4563	1	563.1	0508, 1-101	0508, 203-303	R3468 ADAMS	RL	RL	503	507X
3	JONES	807-4561	7	561.7	07, 1617-1717	08, 506-606	COR 8 TH Y ISLAND	RL	RL	504	510X
4	BROWN	807-5123	3	123.3	03, 51-76	03, 76-101	COR BROADY COURT	PC	PC	505	508F
5	GREEN	807-5049	1	NONE WORKING	21, 1112-1212	21, 1516-1616	R2100 CEDAR	RL	RL	506	511T
6	DOE	807-4628	5	628.5	18, 304-404	1801, 1-101	F1600 BEECH	PC	PC	507	512X
7					SEPT 15, 1953						
8	SMITH	SEE ITEM 1								513	517X
9	BROWN	807-5123	5	123.5	03, 203-303	03, 708-808	COR COURT Y ANN	RL	RL	514	520X
10	JONES	SEE ITEM 2								515	518F
11	GREEN	807-5049	2	049.2	21, 1516-1616	21, 708-808	R1800 CEDAR	RL	RL	516	521X
12	DOE	SEE ITEM 6								517	522X
13					SEPT 16, 1953						
14	GREEN	SEE ITEM 11								523	
15	BROWN	SEE ITEM 9								524	
16	DOE	SEE ITEM 6								525	
17	SMITH	SEE ITEM 1								526	
18											
19											
20											
21											
22											
23											
24											

Fig. 2 - Typical Entries on Form E-4024