

TERMINAL ASSIGNMENT RECORD TREATMENT OF RECORD DISCREPANCIES

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1. GENERAL

1.01 This section describes a procedure for the investigation of discrepancies, or apparent discrepancies, in the terminal assignment record encountered in normal assigning operations.

1.02 Each discrepancy, or apparent discrepancy, should be promptly investigated in order to avoid subsequent incorrect assignments on service orders, cable transfers, line and station transfers, etc.

1.03 In order to insure that complete results of the investigation are properly recorded and reflected on all related assignment records and engineering records, when these latter records are involved, Form E-4058, Assignment Record Investigation, has been provided.

1.04 Form E-4058 is 5-1/2" x 8" in size and is illustrated in Figs. 1 and 2.

Note: If a large number of discrepancies are encountered within an area and it is considered advisable to make a complete survey of the plant involved, Form E-4057, Terminal Assignment Record - Work Sheet, described in Section 680-100-010 may be used instead of Form E-4058 in which case, the procedures described in the following paragraphs shall be applied.

2. USE OF FORM E-4058

2.01 The form is arranged to provide for the field investigation and subsequent correction of the records for such cases as:

(a) Wiring limit investigation.

Example: When the assigner receives advice that the terminal assigned does not allow for the best distribution of service wire.

(b) Terminal location or pair count investigation.

Example: When there is a difference between the terminal assignment record and other assignment records regarding terminal locations or terminal pair count. Such differences may have been brought about through errors or omissions in the records after construction activities, or by house numbering or renumbering, or by the erection of new buildings, street extensions or changes in street name, etc.

(c) Wiring limit, terminal location or pair count investigation.

Example: When a service order is received and the wiring limit, terminal location or pair count appears to be doubtful, the form is prepared and the investigation made before releasing the order for completion. The use of the form for such cases shall be decided locally.

2.02 When a request is made by the installer to change the terminal assignments, the assigner shall accept the installer's viewpoint and change any assignments which may be involved to permit the completion of service order or other work, without delay.

2.03 No investigation need be made when a service is purposely wired out of limits on account of congested terminals or on account of any specific or routine order issued by the plant engineer. In these cases the records

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would be corrected when such services are transferred to their proper terminals.

2.04 Usually the need for a terminal location or pair count investigation will be noticeable by the assigner in the course of regular assignment work or when preparing terminal assignment records or cable pair charts, from engineering estimates, routine orders, etc. Sometimes they may be brought to the assigner's attention by field employees, as is usually the case with wiring limit investigations. In any event, when there is any doubt as to the accuracy of the terminal assignment record or other records, the assigner shall prepare the Form E-4058 and have the case investigated by a field visit, and if the terminal assignment record or other records are found to be in error, he shall arrange to have the necessary corrections made.

3. PREPARATION OF FORM E-4058

3.01 Form E-4058 shall be prepared in duplicate. Each investigation shall, if desired locally, be assigned a serial number beginning with "1" each year for each exchange or assignment center. No separate serial group need be maintained for the different types of investigations for which the form may be used.

3.02 Only such entries need be made on the form by the assigner as are necessary to cover the particular condition in doubt. Fig. 1 shows typical assigner's entries for a wiring limit investigation, and Fig. 2 shows typical entries for a terminal location investigation.

3.03 Assigner's Entries: The following entries shall be made by the assigner.

- (a) Place a check mark, "v", in the box opposite the type of investigation being made.
- (b) Assignment Center: Enter name of assignment center.
- (c) To Mr.: Enter name of person who is to make the investigation.
- (d) Date Issued: Self-explanatory.
- (e) Serial No.: See Paragraph 3.01.
- (f) Subscriber's Address, on Terminal Assignment Record, Location of Terminal Indicated on Cable Records, Location of Terminal From Which Distribution Was Made: The above spaces shall be filled in as required, to-

gether with the street numbers and cable detail information opposite the "records show" spaces on the form.

- (g) Work Order No.: Enter the estimate, job order, routine order or service order number as applicable.
- (h) Due Date: If form is prepared for a pending service order enter the due date, otherwise, no entry is required.
- (i) Assigner: Signature of assigner.

4. INVESTIGATION

4.01 The original copy shall be forwarded to the person who is to make the investigation. The investigator shall complete the "should be," "records should read" and "reason for change" portions of the form, and the pole numbering information. He shall sign the form opposite "investigated by," enter the date, address and return the form to the assigner.

5. CORRECTION OF RECORDS AND DISPOSITION OF FORMS

5.01 On receipt of the original copy from the field the assigner shall note any changes affecting either the assignment or engineering records.

5.02 If the investigation indicates the engineering records to be correct, the assignment records shall be revised to agree.

5.03 If the investigation reveals a physical condition not in agreement with the engineering records the original copy shall be forwarded to the plant engineer, as advice that his records may require revision.

Note: If the investigation results in a change of terminal location, a list of the telephone numbers involved, as indicated on the cable pair record, should be prepared and forwarded to the test center for correction of the subscriber line cards. The list should include the old and new terminal locations.

6. ORDERING INFORMATION FOR FORM E-4058

6.01 Forms E-4058 are provided in pads of 50 sheets and in package units of 5 pads. When convenient the forms should be ordered in multiples of the package unit.

(Quantity) Form E-4058

D S P M 24-22-5

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E 4058
12-53

ASSIGNMENT RECORD INVESTIGATION

WIRING LIMIT TERMINAL LOC. PAIR COUNT

ASSIGNMENT CENTER South DATE ISSUED 6-16-53
 TO MR. L. Haas PLEASE CHECK THE FOLLOWING: SERIAL NO. 10

WIRING LIMIT USE LINES 1,2,4,5(A),6,7 TERMINAL LOCATION OR PAIR COUNT USE LINES 2,3,5(B),7

(1)	SUBSCRIBER'S ADDRESS	STREET NUMBERS FROM TO	CABLE DETAIL		
			CABLE NO.	PAIR COUNT FROM TO	
	<u>221 Elmwood</u>	<u>209</u> <u>221</u>	<u>1102</u>	<u>16</u>	<u>26</u>
(2)	<u>R-211 Elmwood</u>	RECORDS SHOW			
	LOCATION OF TERMINAL INDICATED ON CABLE RECORDS	SHOULD BE			
(3)	<u>R-229 Elmwood</u>	RECORDS SHOW	<u>1102</u>	<u>26</u>	<u>41</u>
	LOCATION OF TER. FROM WHICH DISTRIBUTION WAS MADE (OR WHEN SERVICE ORDER IS HELD PENDING INVESTIGATION THE TERMINAL THOUGHT TO BE MOST SUITABLE)	SHOULD BE			
(4)	RECORDS SHOULD READ:				
(5)	(A) FOR OTHER ADDRESSES				
	(B) PAIR COUNT				
(6)	REASON FOR CHANGE				
(7)	WORK ORDER NO. <u>I 3382</u>	DUE DATE	ASSIGNER <u>D. R. Olson</u>		
POLE NUMBERED YES <input type="checkbox"/> NO <input type="checkbox"/> POLE NUMBER TO BE CHANGED TO READ					
INVESTIGATED BY _____ ASSIGNMENT RECORDS CORRECTED BY _____ DATE _____					
TO MR. _____ PLANT ENGINEER _____					

IN ACCORDANCE WITH INFORMATION OBTAINED BY FIELD INVESTIGATION THE ABOVE DETAILS MAY BE OF INTEREST TO YOU IN THAT YOUR RECORDS MAY BE AFFECTED

Fig. 1 - Form E-4058 - Typical Entries for Wiring Limit Investigation

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ASSIGNMENT RECORD INVESTIGATION

WIRING LIMIT TERMINAL LOC. PAIR COUNT

ASSIGNMENT CENTER Bentley DATE ISSUED 6-16-53
 TO MR. H. Condon PLEASE CHECK THE FOLLOWING: SERIAL NO. 26

WIRING LIMIT USE LINES 1,2,4,5(A),6,7 TERMINAL LOCATION OR PAIR COUNT USE LINES 2,3,5(B),7

(1)	SUBSCRIBER'S ADDRESS	STREET NUMBERS FROM TO	CABLE DETAIL		
			CABLE NO.	PAIR COUNT FROM TO	
	<u>124 St. James</u>				
(2)	<u>132 St. James</u>	RECORDS SHOW			
	LOCATION OF TERMINAL INDICATED ON CABLE RECORDS	SHOULD BE			
(3)		RECORDS SHOW			
	LOCATION OF TER. FROM WHICH DISTRIBUTION WAS MADE (OR WHEN SERVICE ORDER IS HELD PENDING INVESTIGATION THE TERMINAL THOUGHT TO BE MOST SUITABLE)	SHOULD BE			
(4)	RECORDS SHOULD READ:				
(5)	(A) FOR OTHER ADDRESSES				
	(B) PAIR COUNT				
(6)	REASON FOR CHANGE				
(7)	WORK ORDER NO. <u>461</u>	DUE DATE	ASSIGNER <u>D. M. Moore</u>		
POLE NUMBERED YES <input type="checkbox"/> NO <input type="checkbox"/> POLE NUMBER TO BE CHANGED TO READ					
INVESTIGATED BY _____ ASSIGNMENT RECORDS CORRECTED BY _____ DATE _____					
TO MR. _____ PLANT ENGINEER _____					

IN ACCORDANCE WITH INFORMATION OBTAINED BY FIELD INVESTIGATION THE ABOVE DETAILS MAY BE OF INTEREST TO YOU IN THAT YOUR RECORDS MAY BE AFFECTED

Fig. 2 - Form E-4058 - Typical Entries for Terminal Location Investigation