

## CONSTRUCTION PLANS — WORK ORDERS

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### 1. GENERAL

1.01 This section is issued to outline the procedures of the forces concerned in the receipt and treatment of work orders issued to add, remove, or rearrange outside plant.

1.02 This section establishes a method of recording the receipt and progress of a particular work order as well as the related assignment center operations.

1.03 It describes a typical work order and includes information regarding those items of particular interest to the forces preparing cable and line or station transfers, with the generally accepted method of depicting such information.

### 2. DESCRIPTION OF WORK ORDER

2.01 A work order is usually a schematic drawing of a geographical location on which is indicated, by the use of symbols or notes, the more important features of a proposed addition, removal, or rearrangement of outside plant, see Fig. 1, Typical Work Order.

2.02 The information shown on a work order as well as the method of depicting such information may vary to some extent, generally, however, the information mentioned in succeeding paragraphs will be shown.

2.03 Existing Cable and Terminals: The existing cable and terminals will be indicated by a light line and will include information regarding terminal designations and counts, cable numbers, counts, size, gauge and length.

2.04 New Cable and Terminals: The new cable and terminals will be indicated by a heavy line and will include information regarding terminal designations and counts, cable numbers, counts, size, gauge and length.

2.05 Cable Transfer Locations: The location at which cable transfers will be required will be designated by a number and will show the existing cable and count and the cable and count to which it is transferring.

2.06 Splicing Sequence: The operations on a work order, in many cases, must be planned and completed in a certain sequence. When this is the case, the forces preparing work orders will forward along with, or indicate on, each work order a related procedure in step-by-step form. This splicing sequence is for reference and guidance of the forces concerned with the preparation and completion of the necessary transfers.

2.07 Automatic Transfer List: In the case of work orders involving cable transfers affecting the cable number or pair count of branch cables on which no work is being done, the information with respect to the changed cable and pair counts may be listed rather than diagrammed. These lists will be used in the preparation of cable transfers and correction of assignment records.

2.08 Wiring Limits: Generally, the wiring limits of each terminal will be shown to indicate the addresses which will be served by each terminal and will be used by the assignment forces as a basis for the correction of the terminal assignment records and the rearrangement, if necessary, of the subscriber service wires.

2.09 Transmission Zones: Transmission zones for new cables and terminals, as well as changes in the transmission zones of existing cables, are usually shown and will be used as a basis for the correction of assignment records and the replacing of instruments, if necessary.

2.10 Resistance Zones: Resistance zones for new cables and terminals, as well as changes in resistance zones of existing cables, are usually shown and will be used as a basis for correction of assignment records and treatment of services affected by the change.

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2.11 Station Protection: The need for station protection, depending on whether the cable and terminals are exposed or non-exposed, will be shown for new cables, as well as for changes in existing cables and will be the basis for correction of assignment records and treatment of services affected by the change.

2.12 Exchange Wire: The addition, removal, or rearrangement of exchange wire will be diagrammed or indicated by notes on, or supplemental to, the work order.

2.13 Symbols and Abbreviations: For a description of symbols and abbreviations refer to B.S.P., Plant Series, entitled "Outside Plant Symbols and Abbreviations."

### 3. DESCRIPTION AND USE OF FORM E-4022

3.01 Form E-4022, Work Order Progress Record, is provided on 8-3/8-in. by 10-7/8-in. sheets punched in the left margin for filing in a standard loose leaf binder. The form is used to record information pertinent to the progress of a particular work order. See Fig. 2 for facsimile of form and description of entries.

3.02 The preparation of Form E-4022 is dependent upon the receipt and processing of a work order, therefore, in order for the Form E-4022 to correctly reflect the status of the work order, it shall be initiated upon receipt of the work order and maintained accurately as the work progresses.

3.03 The Form E-4022 shall be filed in a standard loose leaf binder which is divided into three sections as follows:

- (a) Work orders pending.
- (b) Work orders in progress.
- (c) Work orders completed.

Note: Depending upon the volume of work orders being received, it may be desirable to attach the Form E-4022 to the work order with which it may be filed in the work order file.

3.04 The Work Order Progress Record File will provide a status record of each work order and will provide a record of all outside plant activity that is pending, in progress, or completed in a given assignment center.

### 4. RECEIPT OF WORK ORDER

4.01 Sufficient copies of each work order will be prepared and forwarded to the forces responsible for preparation of cable and line or station transfers and the preparation and maintenance of assignment records.

4.02 Upon receipt of the work order, initiate a Form E-4022, Work Order Progress Record, for each work order received, Fig. 3. The serving exchange, date received, work order number, location, and nature of work shall be entered in the appropriate spaces.

4.03 Examine the work order to determine the number of transfers which will affect assignment records and enter this number in the space with the caption "Number of Transfers Involved." The splice numbers and total number of pairs in each transfer shall be entered in the spaces headed "Splice Number" and "No. of Pairs" respectively. One line should be left vacant between each entry so that line or station transfers, which may be written in connection with the cable transfer, may be entered as they are prepared.

4.04 The work order shall be further examined to determine what terminals and exchange wire leads, if any, will be involved. In order that the assignment records correctly reflect pending changes in outside plant, which will result in more accurate facility information and, in many cases, provide for more economical use of outside plant, the following information shall be posted to the assignment records:

(a) If a change is indicated which will affect the terminal assignment records, they shall be posted to reflect the pending change. Place a temporary entry of the work order number and the approximate completion date, if known, in the "Other Information" space of the affected terminals.

(b) If a change is indicated which will affect the cable pair or exchange wire records, they shall be posted to reflect the pending change. Place a temporary entry of the work order number and the approximate completion date, if known, adjacent to the affected terminals or exchange wire leads.

(c) Any changes which will affect other assignment records shall be posted as required.

4.05 Upon completion of the pending postings, the action taken shall be noted in the space provided on Form E-4022, after which the work order shall be filed.

### 5. FILING

5.01 Establish and maintain a file of work orders consisting of three sections in which work orders shall be filed numerically as follows:

(a) Work Order Pending File: This file shall contain all work orders which are held pending a request for transfers.

(b) Work Order in Progress File: This file shall contain all work orders on which work is in progress.

(c) Work Order Completed File: This file shall contain all completed work orders for the duration of their retention period. This file may be separated from (a) and (b) above, as desired.

#### 6. CORRECTIONS

6.01 Any discrepancies, which are discovered during the preparation of cable and line or station transfers, as well as those reported by the field forces, shall be referred to the forces responsible for the preparation of the work order for authorization of the correction. Preliminary entries, indicating the correction, shall be entered on the work order.

#### 7. COMPLETION OF WORK ORDER

7.01 When the field work indicated by the work order has been accomplished, the assignment records involved shall be examined to

determine that all corrections and postings are complete, temporary postings, if any, shall be removed.

7.02 It shall be determined that all service orders and applications for service held for facilities, for which facilities are available upon completion of the work order, have been released.

7.03 Appropriate notations shall be entered on Form E-4022 to indicate that the work order has been completed, the Form E-4022 and the work order shall then be filed in their respective completed files.

#### 8. ORDERING INFORMATION

8.01 The Work Order Progress Record forms are provided in pads of 50 sheets, packaged four pads per package.

8.02 When convenient, the forms should be ordered in multiples of the package unit.

(Quantity) Form E-4022





