

PLANT LEFT-IN RECORD

1. GENERAL

1.001 This Addendum supplements Section 680-495-903SW.

1.002 This Addendum is issued to expand on the instructions concerning the method of processing stations removed by customers who participate in the Set Recovery Plan.

3. ELI SERVICE ORDER PROCEDURE

3.01 DISCONNECT ORDERS.

(Change the following paragraph:)

(d) When telephone sets are reported lost, stolen, or destroyed, the L10/LIF copies shall be removed from the ELI File and destroyed. The installer will contact the ELI clerk to obtain an SW-6311a serial number for posting on the IW copy. The installer will then contact the SOC center to report the completion of the service order. The ELI clerk will prepare sufficient copies of the SW-6311a, as required locally, from the information supplied by the installer. The original copy shall be forwarded to Accounting. The second copy will be placed in the Active ELI file. The third copy will be sent to the Installation Foreman and used to verify and analyze talking set losses. The fourth copy will be forwarded to C.E.G. for work unit computation. The fourth copy may be omitted in cases where the original copy is routed through C.E.G. prior to being sent to Accounting. (Ref. 680-495-904SW)

NOTE: Lost sets must be verified by a management employee and the SW-6311a must be signed by a test center supervisor.

4. LEFT-IN REMOVAL

(Add the following paragraphs:)

S.R.P. - CUSTOMER REMOVALS

4.04 BSP 680-400-900SW, Telephone Set Recovery Plan (S.R.P.), outlines the procedures for service order handling in regard to the Set Recovery Plan. The "F" service order is to be classified as a "Central Office Disconnect" (L.I.C.) and placed in the ELI File. The "T" location is to notify the "F" location's left-in desk upon completion of the "T" service order.

4.05 One of two situations will occur:
(1.) The customer will take the proper number of sets to the "T" location, thereby fulfilling the requirements of the Set Recovery Plan;
or (2.) The customer will take fewer than the required number of sets to the "T" location.

The LIF copy of the service order is to be handled differently in each of the above situations as described in para. 4.06 and 4.07.

4.06 When the customer takes the proper number of sets to the "T" location and notification is made to the "F" left-in desk, the LIF/L10 copies of the service order shall be removed from the ELI file. The L10 copy shall be posted to show "CUST. REMOVAL". Also post the completion date of the "T" service order. Place the L10 in the Dead File. The LIF copy shall be posted to show "CUST. REMOVAL". Also post the number of sets removed and the completion date of the "T" service order. Form S-9075,

Service Order Log Record, used as the "Left-In Station Removal Log" shall be prepared separately for S.R.P. customer removals.

4.07 When the customer takes fewer than the proper number of sets to the "T" location and notification is made to the "F" left-in desk, remove the LIF/LI0 copies of the service order from the ELI file. Post both copies to show "CUST. REMOVAL". Also post the completion date of the "T" service order and the number of sets removed. If no sets were removed, show "0-SETS". Place the LIF/LI0 copies back into the ELI file for future ELI removal activity.