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Section 790-100-420

SCHEDULING AND COORDINATION

CONTENTS PAGE

LIST OF ILLUSTRATIONS

1. GENERAL

1.01 This section outlines the various scheduling and coordinating functions that are necessary for the proper implementation of the Equipment Provision Functions. (Refer to Fig. 1.)

1.02 The term "prime responsibility" refers to the job functions over which an employee has the direct authority to manage and the results of which he is held directly responsibile.

1.03 The term "supportive responsibility" refers to other aspects of the employee duties where employees of other groups have prime responsibility.

1.04 The term equipment engineer is used as a general term referring to the engineer actually performing the functions and producing the output (writing the authorization, placing the order, coordinating his jobs, etc.).

2. COMMITTEES

2.01 This part covers committees of interest to the equipment engineer as they apply to the coordination between the Operating Telephone Company (OTC) and Western Electric Company (WE) and between the various OTC departments.

2.02 The Engineering Department is responsible for coordinating Central Office projects. The magnitude and complexity of the project determines the committees necessary and the representation required. Size alone cannot be the deciding factor. The engineer responsible for the job must use judgment in the selection of committee structure.

2.03 Jobs that provide for any of the following should be considered major jobs:

(a) A new office or Traffic Operating Center.

(b) A new switching machine in an existing office.

(c) A large or complex number change and/or area transfer.

(d) TSPS, DDD, CENTREX, CCSA, or other changes in customer operation.

(e) New facility routes or an added radio channel or coaxial multiplex system.

2.04 Central Office carrier, power, growth, rearrangement, and modification jobs may or may not be major from the standpoint of coordination required. Each must be judged after weighing the sum of the essential conditions.

2.05 The Plant Extension Engineer initiates a comprehensive coordination program which he maintains until equipment engineering begins. After the central office equipment request due date, it is the responsibility of the equipment engineer, through the various committees, to fill in the missing details and maintain the project on schedule.

2.06 Committees have been used very effectively in many companies to accomplish different purposes. Interdepartmental teams have been organized in the districts, in the areas, and at company headquarters to evaluate such functions as job contents, transition procedures, and the planning and utilization of central office equipment.

2.07 Many small projects use only one committee to coordinate all activities. This Coordination Committee is initiated by the equipment engineer responsible for the job.

2.08 For large projects, the plant extension engineer's representative and the equipment engineer usually work together to decide the committees necessary to implement the project.

3. COMMITTEE STRUCTURE

3.01 Any one or all of the following committees may be necessary:

(a) Area (Interdepartmental) Facilities Committee

(b) Project Coordination Committee

(c) Job Coordination Committee

(d) Test and Analysis (T&A) Committee

AREA FACILITY COMMITTEE

3.02 The Area Facility Committee, chaired by the Plant Extension Engineer, is the major committee reviewing the planning and utilization of plant. This committee is composed of fourth level management representatives from each of the departments including plant extension engineering, building and equipment engineering, traffic, outside plant engineering, commercial forecasting, and plant operations. Membership should be expanded on a permanent or a temporary basis as appears desirable to meet local needs.

3.03 One of the purposes of this committee is to ensure optimum utilization of central office equipment consistent with the provision of good service to the customer. The proper performance of these objectives requires injuiry into many areas, all of which are closely interrelated in the provision of service. It is a job that is truly interdepartmental in nature and demands the full participation and cooperation by representatives from all departments.

3.04 Meetings of the Area Facility Committee are held at scheduled monthly intervals and at such other times as are required. Since the committee functions are of vital importance, it must have the ability to get

things done. Minutes of each meeting should be prepared and distributed, as required, to keep all levels of management informed of service-affecting problems and their proposed solutions.

3.05 The principal functions of the Area Facility Committee as they relate to the switching and trunking network are to:

(1) Provide a continuing check on the quality of customer dial service, the utilization of existing dial switching equipment, and the planning of extensions to existing entities. This includes all phases of adminstration including maintenance, load balancing, and transition management.

(2) Establish interdepartmental agreement on the priorities of proposed additions to plant. Insofar as possible, this should be done early enough to allow required service dates to be met on normal interval schedules.

(3) Review major interdepartmental problems related to programming dial switching relief or administering dial switching entities and develop plans for resolving such problems.

(4) Review and recommend action, when required, to insure that the number and quality of people assigned to the administration and maintenance of central office equipment are appropriate to the job requirements.

(5) Review actual work operations in the central office to insure that recommended procedures and methods are being employed and that objectives are being met.

(6) Review all predicted weakspot offices and determine what is being done to prevent or to minimize them.

(7) Review major projects in the dial switching program, especially in those offices with service problems, to insure adequacy of planning to minimize the impact on service.

(8) Review the minutes of other subordinate committees in order to resolve any problem arising therefrom.

(9) Keep higher management informed of all central office facility problems where additional help is required to obtain needed equipment or to schedule improvements.

(10) Keep all departments, including field organizations, fully informed on construction program matters, including what is being done and why it is being done.

PROJECT COORDINATION COMMITTEE

3.06 The Project Coordination Committee may be initiated by the Area Facility Committee. The plant extension engineer's representative is named Chairman until equipment request due date (see Fig. 1.). At that time, the district level engineer or his representative assumes the Chairmanship. If the Area Facility Committee does not choose to initiate a Project Coordination Committee, the district level engineer may elect to establish one after receipt of the equipment request. The district level engineer or his representative is Chairman during his time of prime responsibility and will request the departments to appoint members. This committee is used on projects (large and small) requiring coordination of various departments. It is charged with the responsibility of directing the efforts of all departments to insure that work items will be completed on time and as outlined in the Area Facility Committee.

3.07 This committee will consist of representatives from the following types of groups as appropriate:

- Architectural Engineer
- Circuit Provision Group
- Customer Service Engineer
- Directory
- District Accounting Manager
- District Commercial Manager
- District Construction Superintendent
- District Equipment Engineer
- District Plant Engineer
- District Plant Manager
- District Manager - Operator Services
- District Manager - Network Administration
- Equipment Maintenance Engineer
- Plant Extension Engineer
- Transmission and Protection Engineer
- Commercial Engineer
- Independent Company Relations
- Maintenance Supervisor
- Marketing
- Plant Supervisor
- Public Relations
- Toll Plant Supervisor
- Traffic Manager - Network Design
- Traffic Manager - Trunking
- Trunk and Toll Facilities
- Western Electric Company Installation Supervisor
- Western Electric Company Systems Equipment Engineer

3.08 Typical functions of the Project Coordination Committee are:

(a) A review of the exact size of the job including quantities of lines, numbers, trunks, main station capacity, provisions for special classes of service.

(b) Ensuring that any necessary plant items such as tools, test sets, maintenance design improvements, etc., are included.

(c) Confirming that coordinating jobs are properly scheduled and maintained for the following type items, as appropriate:

(1) Outside Plant

(a) Exchange Cable
(b) Toll and Trunk Cable
(c) Station Conversion

(2) Directory

(a) Special Issue
(b) Closing and Delivery Dates
(c) Interception of Calls

(3) Customer Instruction

(a) Letters
(b) Visits
(c) Other

(4) Traffic Engineering Plan

(a) Review

(5) Traffic Loading Plan

(a) Review

(6) Number Changes

(7) Trunking Facilities

(a) Coordinated Jobs

(8) Area Cuts

(9) Toll Terminal and Miscellaneous Equipment

(10) FCC Authorizations

(11) Carrier Routes

(a) Broadband or Narrowband

(d) Establishing the necessary and customary committees or subcommitties to expedite the work such as the Cross-Connect Committee.

(e) Identifying major rearrangements such as junctor patterns, sender link frames, trunks, etc.

(f) Identifying requirements for advance service on any items.

(g) Reviewing the associated job schedule in detail, including directory schedules, public relations, and other activities.

(h) Considering specific customers with unusual usage characteristics.

(i) Promptly prepare and publish the minutes of the Committee's meetings and activities.

JOB COORDINATION COMMITTEE

3.09 The job Coordination Committee is initiated by the equipment engineer. On complex jobs the equipment engineer serves as Chairman. For minor jobs, the engineer retains the overall job responsibility, but may delegate the Chairmanship to the Plant Representative (with Plant Department concurrence). The first meeting will be held at least one week before the start of installation. This committee will coordinate the work of WE, Plant, and Traffic Departments. It will take care of any problems arising during the progress of the equipment job. It may be desirable to form separate committees or subcommittees to cover the facilities or other portions of a complex project. When more than one Job Coordination Committee is active, there should be cross representation between committees by the respective Chairman. The membership of the committee depends on the complexity of the job. When any member requests a meeting be called, the equipment engineer may call one.

3.10 For complex jobs, such as:

(a) Installation of new offices; (b) installation activity that adds, modifies, rearranges, or removes common control switching or toll terminal equipment; (c) installation that arranges step-by-step offices for ANI, 7-digit dialing, etc.; (d) installation that adds, modifies, rearranges or removes power equipment; and (e) installation involving major facilities, such as radio systems, and broadband or narrowband carrier systems, the committee will consist of the following appropriate members:

- Equipment Engineer (Chairman)
- Architectural Engineer
- Circuit Provision Group
- Western Electric Company Supervisor
- Equipment Maintenance Engineer
- Maintenance Supervisor
- Traffic Department Representative
- Plant Department Representative and others deemed necessary by the Chairman.

3.11 For minor jobs, the committe will consist of the following appropriate members:

- Equipment Engineer
- Plant Department Representative (Chairman)
- Traffic Department Representative
- Equipment Maintenance Engineer
- Western Electric Company Supervisor
- Maintenance Supervisor

3.12 The responsibilities of the Job Coordination Committee are:

(a) Provide and maintain a job schedule covering all work items.

(b) Determine the extent of OTC representation during the installation phase of the job.

(c) Coordinate the field work of the departments represented. This includes the work of antenna crews placing antennas and outside waveguide runs.

(d) In the first meeting, review the past three months' Traffic and Plant indices. This will establish a basis of comparison during and immediately following completion of the job.

(e) In the first meeting, review current equipment usage data presented by the Traffic Department Representative. The data will be used by WE in preparing Methods of Procedures and requesting release of working equipment.

(f) Insure close cooperation and liaison between the OTC and WE in following the Method of Procedure.

(g) Review all detailed Methods of Procedure.

(h) Establish dates for cuts, rearrangements, transitions, and arrange for WE access to working equipment and test facilities.

(j) Insure methods of preventing service interruptions.

(k) Perform job inspections as necessary to insure satisfactory progress.

(l) Insure that installation work progresses safely.

(m) Arrange to get the cross-connect assignments required for the installation work. Also, the cross-connect information for testing spare or unassigned trunks.

(n) Report the progress of the job to the Project Coordination Committee.

(o) When required, establish a Test and Analysis Committee and set the date for the first meeting. On smaller jobs, the Job Coordination Committee may assume the responsibilities of the Test and Analysis Committee.

(p) Prepare and publish the minutes of all committee meetings.

3.13 For more information on the Job Coordination Committee refer to Section 790-100-460SW, Job Completion and Acceptance.

TEST AND ANALYSIS (T&A) COMMITTEE

3.14 The Test & Analysis (T&A) Committee is initiated by the Job Coordination Committee on larger jobs. The Equipment Maintenance Engineer is the Chairman. The T&A Committee verifies that newly installed or rearranged equipment is operational and maintainable. Committee membership consists of:

- Equipment Maintenance Engineer (Chairman)
- Equipment Engineer
- WE Supervisor
- Plant Department Representative
- Traffic Department Representative
- Others deemed necessary by the Chairman

3.15 Responsibilities of the T&A Committee shall be to:

(a) Review WE Company test results.

(b) Determine extent of additional tests to be made by OTC. (Refer to WE Co. Handbook 3, Section 6j and PBX 800-600-000, 800-614-150, 800-668-000, 800-630-180 for test procedures and performance requirements.)

(c) Determine that installed, modified or rearranged equipment meets all BSP or WE Handbook requirements.

(d) Analyze results, methods and workmanship.

(e) Check delivery of test sets, drawings, circuit description, etc., to the Plant Department.

(f) See that operational and transmission test are made to assure that the equipment functions are in accordance with the Central Office Equipment Request, see Section 790-100-280.

(g) Prepare and publish minutes of all meetings.

4. METHOD OF PROCEDURE (M.O.P.)

4.01 An M.O.P. is a detailed step-by-step procedure for a particular job which has been agreed upon and signed by both the Telephone Company and Western Electric Company representatives. The Western Electric installer shall have the responsibility of preparing this document in writing. A form of this document may be prepared by the Product Engineering Control Center (PECC); in which case, the installer shall verify that all items have been covered.

4.02 Western Electric shall prepare a detailed "Method of Procedure" before starting work operations on live equipment and other equipment deemed necessary by the equipment engineer or plant representative. This shall be done far enough in advance for the equipment engineer, plant representative, WE, and Traffic Representative (if Traffic administered equipment is involved) to concur and approve by signing the M.O.P.

4.03 The Western Electric installer will prepare the M.O.P. on Form SD4-2850. He will include a general outline of the entire equipment affected, work location, major equipment to be added or removed, general note and other information as he will show the dates and the start and complete time, the type of protection and where it will be used, and any special precautions that must be observed. Next, he will explain in detail all the work to be done in the step, how it will be done, and indicate that portion of the work that will be the responsibility of the Operating Telephone Company. (See Fig. 2)

4.04 The WE installer should detail the M.O.P. so that it will follow a logical sequence based on the following considerations:

(a) What equipment will be required first?

(b) What sequence of steps will provide advance equipment for service?

(c) What work can be done and still provide a margin of safety for returning released equipment to service within the specified time?

(d) What work can be done without affecting live equipment such as erecting, cabling, wiring, connecting, adjusting, and testing?

(e) What work must be done at night within the specified hours?

(f) Are Detailed Change Sheets (DCS's) associated with live equipment?

(g) What work must be done on an "in-service" basis?

(h) What tests and test equipment are required during and at the completion of each step?

4.05 The WE installer shall make rearrangements of auxiliary equipment (test,

monitor, and alarm circuits) which is not specifically outlined in the M.O.P. as part of the step covering the associated major circuit. He should note exceptions to this under the step affected.

4.06 All work will be done between the hours covered in the M.O.P. as agreed upon with the Telephone Company. Work on common current supply should be performed between midnight and 6 a.m. Common current supply equipment is equipment such as:

- batteries
- motor generator sets
- ringing machines
- distribution panels
- power boards
- rectifiers
- bus bars
- fuse panels
- carrier frequency supplier
- power cables

4.07 When the equipment engineer forms a formal Job Coordination Committee, the committee should review the M.O.P. The Western Electric Company will distribute sufficient copies to the Telephone Company equipment engineer, Plant and Traffic representatives for their information. When agreement has been reached, signed copies shall be returned to the WE installer for his files.

4.08 The representative, listed after each item in this paragraph, shall verify that the M.O.P. adequately covers the item or note that it does not apply. The M.O.P. shall contain:

(a) A concise statement (General Description of Work - Fig. 2) covering the work operation covered by the M.O.P. (Engineering).

(b) Service protection procedures that include:

(1) General service protection rules (See Sections 800-614-150, 201-112-005, 201-112-010, 201-112-020, and WE's Handbook 0, Sections 10, 11, 12, 13 and 14 for safety precautions and protection and Handbook 22, Sections 10, 11, 20, 40 and 60 if power work is involved) (Plant).

(2) Special service precautions for the specific job (Plant).

(3) A time and release schedule of the work operations involving working equipment and/or circuits in service. Refer to Dial Facilities Management Practice, Division H, Section 4D, 12D, 13D, etc. (Traffic).

(4) Method of identifying equipment and cabling to insure that the circuits are "cleared" before work operations start (Plant).

(c) Detailed account of the work operations to be followed by WE (Plant).

(d) Name of the WE Supervisor in charge of the work operation covered by M.O.P. (Plant).

(e) Method of stopping work operations if trouble does occur (Plant).

(f) Provisions to insure that work is in exact accordance with FCC authorization if involved (Engineering).

(g) Reference to notification - A list of all notifications to the FCC required at various stages of a job involving a radio station. (See Section 400-520-100 and 400-550-101) (Engineering). Copies of all Method of Procedures shall be filed in

the project folder with other job papers until the job is closed.

4.09 Transition or installation work which presents serious hazards to service should be carefully reviewed for the protection of service. If such operations appear imminent, the Operating Departments should inform the equipment engineer so arrangements can be made to perform the work with maximum protection of service.

4.10 When it is determined that the Western Electric Company contract price included provision for a M.O.P. but no M.O.P is required, a Credit Route "A" JIM shall be issued to correct the charge. (Refer to Section 790-100-430, Job Information Memorandums.)

5. SUPPORTIVE RESPONSIBILITIES OF THE EQUIPMENT ENGINEER

5.01 The purpose of this part is to describe the supportive responsibilities of the equipment engineer in the Equipment Provision Functions. It provides information pertaining to the scheduling of equipment orders which comprise the various equipment shipment programs. The information in this section complements Joint Practice 80 and the Western Electric Company Engineered Order Manual (EOM).

5.02 A supportive function of the equipment engineer will vary among furnishing support to other groups via telephone conversations, formal correspondence, and informal and formal group meetings. When attending formal meetings where the job is in the time frame where he does not have prime responsibility, he should attend as a conferee and play a supportive role. Formal meetings called during the time frame where he has prime responsibility (See Fig. 1) should be called by the equipment engineer and he should preside as chairman.

5.03 The equipment engineer has a supportive responsibility to other groups to assist them by applying his expertise and job knowledge in such matters as:

(a) Providing the Material Planning Statements on Job Record Sheets used to produce mechanized Priority-Sequence Lists.

(b) Administering the scheduling and coordination from job inception until 17 weeks prior to order due (refer to Fig. 1).

5.04 All operating companies furnish advance planning information to the Western Electric Company to be used as a basis for planning the engineering, manufacturing, and installation of the various equipment programs. Major sources of such advance information are:

(1) Quarterly forecasts of new material required to be shipped (Form CP-2731 Reports), for which the Plant Extension Engineer is responsible and which is prepared with the assistance of other Engineering Coordinators such as Transmission, Special Service, Equipment, etc.

(2) Scheduling conferences for the purpose of establishing ship, completion and order due dates for programed orders and periodic program review.

(3) Material Planning Statements (MPS) prepared by the Telephone Company. This information is transmitted to Western Electric via the Job Record Sheet.

(4) Priority - Sequence Lists of Orders comprising the various equipment programs prepared by the Planning Groups.

5.05 Detailed information on the foregoing items is included in Section I of the

Western Electric Company Engineered Order Manual.

5.06 The Construction Budget consists of all activities which affect the Telephone Company's plant investment. It includes forecasts of construction expenditures and accomplishments as well as material quantities and is submitted periodically to the AT&T Company. The central office equipment portion of the Construction Budget is prepared as outlined in the Construction Budget Notes which are furnished by the Construction Plans Department of AT&T. The equipment engineer normally fulfills his supportive responsibilities toward the development of the Construction Budget by furnishing inputs via the Job Record Sheet.

5.07 Tri-annually, the Plant Extension organization reissues the Construction Budget, which list the major projects planned for the various equipment programs.

5.08 Basically, the budget is composed of individual projects with equipment quantities (frames, shelves, terminals), and the desired ship and completion dates. This information is also used as a basis for the preparation of the Priority-Sequence List.

5.09 Lists are prepared for each type equipment arranged in sequence of ship date. Quarterly totals of equipment quantities are shown for each equipment program.

5.10 Priority-Sequence Lists for each Equipment Program are then discussed with representatives of Western Electric Company Engineering, Programing, and Installation Departments. In this conference, further adjustments may be made in the lists to conform with WE Manufacturing and Installation capabilities. Minutes of such conferences append quarterly shipment sequence lists of jobs as agreed and the program is said to be established.

5.11 As soon as the program is established and Sequence Lists are distributed, the Plant Extension Engineer issues revised or new JRS to conform to the established program.

5.12 Job schedules are developed by the use of consecutive intervals, starting with the completion date and working backward in time. (See Fig. 1).

(a) Installation intervals are found in CI 40.446, Appendix B. These intervals should be extended when the job under review includes substantial rearrangements. Informal discussion of rearrangements, with Western Electric Company Installation Department Staff, should result in the use of an interval that could be accomplished without jeopardy to the desired completion date. Otherwise, advance completion of critical items may be required.

(b) The Normal Transit interval for central office equipment is two weeks. This interval may be reduced when premium shipment is authorized.

(c) Western Electric Engineering and Manufacturing intervals are found in CI 40.446, Appendix A. Intervals are measured from the date the order is received as the factory and do not include the necessary one week interval for processing the order by the Regional Scheduling Organization. These intervals should be extended two weeks for jobs which include the last two weeks in July (Western Electric Company factory vacation) in the interval between order due and ship date.

6. PROJECT COORDINATION

6.01 The purpose of this part is to provide information pertaining to the coordination of equipment orders which comprise the various equipment shipment programs. It

complements Joint Practice 80 and the WE Engineered Order Manual (EOM).

6.02 When two or more TELCO orders are interrelated so that one or more depend upon sequential or concurrent installation completion of the individual orders, all must be coordinated.

6.03 Central office equipment jobs may be grouped for administrative control by the equipment engineer by using job project and/or associated job numbers. In these sections, the following terminology will be used:

(a) Associated Jobs Project Number - A number assigned by the telephone company to a grouping of two or more TELCO orders which require coordination. Associated Job Project Numbers should be assigned to major projects such as dial conversions, toll circuit additions, and any other projects requiring planning and coordination. This number should be posted to the Job Record Sheet of each job involved. An Associated Job List is produced for each number, listing basic information about each job on which the number has been entered.

(b) Western Electric Job Project - A grouping of two or more TELCO orders requiring coordination, which should be submitted to Western Electric Company for job scheduling purposes, in accordance with Section III, Part 1, of the EOM. A block of numbers from (a), above, has been reserved for this purpose. When the equipment engineer determines a need for WE coordination, a project number in the appropriate series should be obtained from the Schedules Engineer. The number should then be entered on Job Record Sheets for all jobs requiring this coordination. These project numbers can be used for WE and telephone company coordination, since an Associated Job List is produced for all Associated Job Project Numbers, including this block.

6.04 For some projects, such as carrier systems, separate WE Job Project coordination of the TELCO orders is not necessary since they appear on a Sequence List. They are, however, usually assigned Telephone Company Associated Jobs Project Numbers. The EOM, Section III, specifies under which conditions Job Project coordination documentation should be issued by the TELCO to WE.

6.05 As soon as it becomes known that a job will require WE coordination, the WE Customer Services group should be notified by letter that a project number has been assigned, along with a description of the project.

6.06 A Coordination Project Sheet (SD-974), will be issued by WE lisitng all TELCO orders involved. The main TELCO order should be designated as the controling order, and all other orders scheduled to satisfy the requirements of the controling order.

6.07 The Coordination Project Sheet should be issued in the planning stage but must be issued when the first MPS is issued (39 weeks prior to the order due date).

6.08 Orders for which schedules have been established with WE must be reviewed by the appropriate planning group and the equipment engineer. Such items as those listed below should be analyzed:

(a) Change of Order Due Date

(b) Change in Ship Date

(c) Cancellation of Order

(d) Increases or descreases in equipment quantities that will change the schedule.

6.09 Appropriate notification should be made to WE of any unacceptable dates and the necessary action taken to rectify the problem, i.e., PAIN shipment, overtime installation, advance service, etc.

6.10 New Telephone Company orders which were not included in the original Coordinated Project Sheet must be reviewed by the Schedules Engineer and the equipment engineer and should be reviewed with WE Company prior to release of the orders to the Service Center or Region.

6.11 Various reports are produced monthly from the Job Record Sheet inputs that aid the equipment engineer in fulfilling the role of project coordinator.

6.12 Project coordination during the early planning stages until 17 weeks prior to TEO due date is the prime responsibility of planning groups. From 17 weeks prior to TEO due date through close of the authorization, prime responsibility becomes that of the equipment engineer. (See 2.05 & 3.06.)

6.13 The coordinating responsibilities of any individual for any given time of prime responsibilities generally include the following:

(a) Maintain TELCO coordination documentation, i.e., Project Folders, Job Record Sheets.

(b) Verify that all TELCO orders are written and placed when needed.

(c) Verify that all firm schedule dates will satisfy the overall completion date.

(d) Review each TELCO order with the appropriate Traffic, Plant, Engineering, and Western Electric Company personnel as it is in the process of installation to insure proper completion.

(e) Correct or refer for correction all delays to the appropriate organization.

7. PRIME RESPONSIBILITIES OF THE EQUIPMENT ENGINEER

7.01 The purpose of this part is to describe the "Prime Responsibilities" of the Equipment Engineer in the Equipment Provision Functions.

7.02 The term prime responsibilities for the equipment engineer refers to those functions on a job scheduling sequence from the point of receipt of the central office equipment request through the closing of the authorization. (Refer to Fig. 1) The equipment engineer has the responsibility of administering the scheduling and coordination of his jobs and authorizations for each of these functions from 17 weeks prior to Order Due through Authorization Close.

7.03 It is recommended that the equipment engineer (the engineer actually performing the functions of writing the authorization, placing the order, coordinating his jobs, etc.) be given the prime responsibility of all central office equipment jobs in a group of assigned offices. This prime responsibility extends from the time he receives the equipment request until the job is closed out and the records sent to archives. In some cases, it may be desirable to assign the engineer by equipment types (circuit, switching, etc). However, he should still be responsible for a geographical area and for his assigned type(s) of jobs within that area during the equipment engineer's time of prime responsibility.

7.04 For the equipment engineer to properly manage his job responsibilities as

outlined in 7.01, 7.02, and 7.03, he must have technical and administrative knowledge and coordinative abilities which will enable him to perform or review and accept the performance of others (clerical assistance) in the following more detailed functions:

(a) Analyze requests for Central Office Equipment.

(b) Prepare detailed Material Planning Statements.

(c) Price jobs and prepare the associated authorizations.

(d) Prepare and place the Telephone Equipment Order on Western Electric Co.

(e) Utilize storage arrangements properly.

(f) Conduct sales and purchases of material.

(g) Analyze contract proposals.

(h) Administer distribution of billing from Western Electric and other sources.

(i) Administer Job Information Memorandums on his jobs.

(j) Administer installer's requisitions on his jobs.

(k) Dispose of surplus material.

(l) Implement job completion and acceptance.

(m) Review billing and claims.

(n) Administer plant retirements and removals (RMN's and RGM's).

(o) Distribute monies to the proper final accounts.

(p) Close authorization.

7.05 Formal Traffic Recommendations, letters from the Transmission Engineer and the Plant Department covering jobs to be engineered by the equipment engineer, are due about 17 weeks prior to the order due date. This interval permits the updating of the MPS at 13 weeks, the preparation of the authorization document, and the preparation of the TEO.

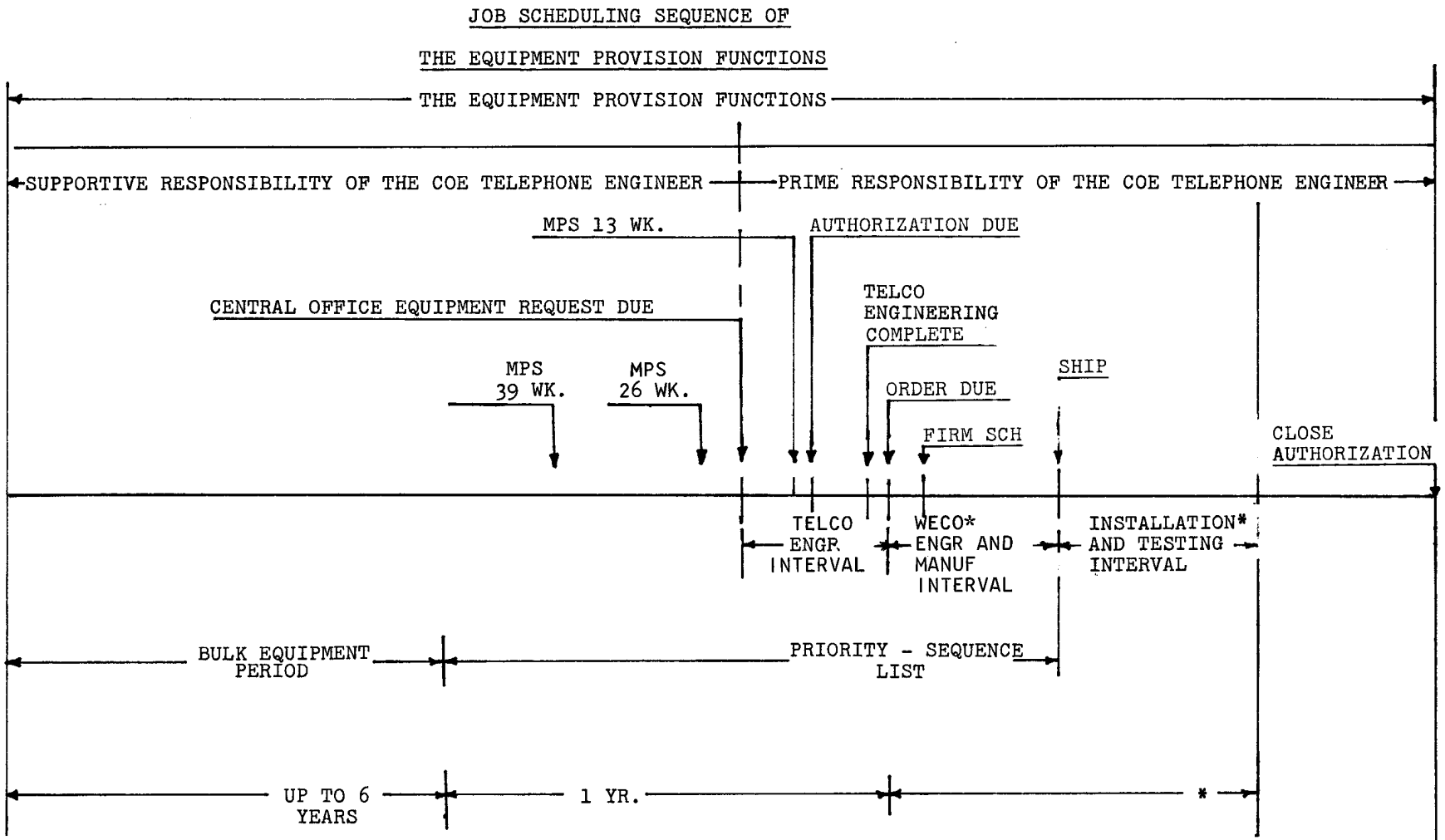
7.06 Upon receipt of a central office equipment request, one of the first dates that should be verified by the equipment engineer is the building ready date. The building ready date should be at least two weeks prior to the firm ship date.

7.07 After receipt of a TEO, firm schedules for EF&I and TCE orders will be established by the Western Electric Company scheduling organization and forwarded to the Telephone Company in conformity with intervals contained in Section III of the Western Electric Company EOM.

7.08 The Western Electric Company establishes firm schedules based on normal engineering, manufacturing and installation intervals. When there is need for a job to be completed in less time than on a normal interval basis, the equipment engineer should forward with the order a letter explaining the need for shorter than normal intervals.

7.09 After shipment of a job, the equipment engineer shall negotiate with the Western Electric Installation Department regarding early completions and coordination matters. In that connection, equipment engineers should consult others having a primary interest before agreeing to an extension of any scheduled completion date.

7.10 The job scheduling and coordination activities of the equipment engineer will not be complete for any given authorization until that authorization is closed with all monies concerned assigned to the proper final accounts. (For Specific Estimate Closure, see Section 790-100-580SW and Section 790-100-620 for Estimate Processing Results.)



* INTERVAL VARIES DEPENDING ON QUANTITY AND TYPE OF EQUIPMENT

FIG. 1 - Job Scheduling Sequence of the Equipment Provision Function

METHOD OF PROCEDURE

AUTHORIZATION

Town _____ Office _____ Date _____

Start-Date _____ Time _____ Completion-Date _____ Time _____

WE Order No. _____ TELCO Spec. _____

Type of Plant _____

General Description of Work _____

_____

_____

_____

This job has been reviewed and agreement reached on items listed on Page 2 of this Method of Procedure.

Responsibility for supervision of this job is assigned to ---

WE Supervisor _____ Title _____

TELCO Supervisor _____ Title _____

M.O.P. Prepared by (WE) _____ Date _____

The undersigned approve this step-by-step procedure starting with Page 3. No changes shall be made without the approval of the Telephone Co. Plant Manager and the Western Electric Company Supervisor.

Concurred in by WE Supervision

_____ Title _____ Date _____

_____ Title _____ Date _____

Approved by TELCO Representative

_____ Title _____ Date _____
PLANT DEPT.

_____ Title _____ Date _____
TRAFFIC DEPT.

_____ Title _____ Date _____
ENGINEERING DEPARTMENT

Fig. 2 - Method of Procedure (SD4-2850)

Page 2 of _____Pages
WE Order _____

METHOD OF PROCEDURE

CHECK LIST OF PERTINENT ITEMS

Work should not start on this order until this form and the M.O.P. have been signed by the Telephone Company representative.

Place a check in brackets as each of the following items are discussed and agreed upon:

( ) 1. Equipment to be installed or removed.
( ) 2. Compatibility of the proposed equipment with existing equipment.
( ) 3. What working equipment might be affected.
( ) 4. When working equipment may be taken out of service.
( ) 5. Proximity of power plants and distributing systems.
( ) 6. Who shall remove fuses.
( ) 7. Portion of job that will require detailed Method of Procedure.
( ) 8. Steps requiring the presence of a Telephone Company supervisor.
( ) 9. Alarms to be disconnected, and when.
( ) 10. Records and drawings to be corrected.
( ) 11. Protection of equipment; floors, walls, etc.
( ) 12. Storage of tools and material.
( ) 13. Safety precautions.
( ) 14. Service restoration procedure and responsibilities in the event of an interruption.
( ) 15. Locations of select and government circuits.
( ) 16. Other pertinent factors.
( ) 17. Detailed step-by-step procedure Is ( ), Is Not ( ) required.

Western Electric Handbook "0", Sections 10, 11, 12, 13 and 14, Handbook 3, Section 9.2, Handbook 22, Sections 10, 11, 20, 40 and 60 (if power work is involved) and Section 201-112-001 outline requirements, practices, precautions, and procedures to be followed by Western Electric installer during the installation period.

We, the undersigned, have discussed the details on this page and have reached agreement on those applying to this installation.

_____Date_____ _____Date_____
For Western Electric Co. For Telephone Co.

Fig. 2 - Method of Procedure (Cont)

METHOD OF PROCEDURE

STEP-BY-STEP PROCEDURE

The following steps in doing this job must be followed in the order listed. Deviations from the procedure shall not be made without the approval of the Telephone Company supervisor who signed Page 1.

The following important items must be specifically included as steps in this procedure:

1. Special safety precautions required.
2. The restricted hours (period) that work may be done.
3. Service releases required -- when and by whom released. When and by whom restored.
4. Insulated tools required.
5. Location of spare fuses.
6. Check operation of associated fuse alarms prior to start of the job.
7. Fuses and leads to be removed, tagged and verified, and by whom.

General Information, Precautions, Notes, Check Lists, Reference to Instructions and Drawings, and the Step-by-Step Procedure follows. Each Item must be checked off as completed and initialed by the Telephone Company representative before proceeding to the next item.

If, after completing Page 1 and 2, the Telephone Company Plant Manager and Western Electric Company Supervisor agree that a detailed step-by-step procedure is not required to prevent a service failure, a statement, below, to that effect will complete this M.O.P.

	RESPONSIBILITY	
STEP #	TELCO	WE

Fig. 2 - Method of Procedure (Cont)

METHOD OF PROCEDURE (CONTINUED)

STEP #	RESPONSIBILITY	
	TELCO	WE

Fig. 2 - Method of Procedure (Cont)