

CENTRAL OFFICE EQUIPMENT MAINTENANCE ENGINEERING PROCESSING GENERAL TRADE PRODUCT CHANGE NOTICES

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NOTICE

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1. GENERAL

1.01 This section describes procedures to be followed in providing the maintenance engineer information regarding Product Change Notices (PCNs) for central office and transmission equipment procured from General Trade Suppliers (GTSs). A Bell System Technical Reference — PUB 53305, General Trade Supplier Guidelines for Product Change Notices, has been published to provide manufacturers of telecommunications equipment with the guidelines required to effectively interface with the Bell Operating Companies (BOCs) and the Bell System Purchased Products Division (BSPPD) concerning product change information and notification.

1.02 Whenever this section is reissued, the reason(s) for reissue will be listed in this paragraph.

1.03 Reproducible masters of Forms BS-1293 and BS-1294 are covered in this section and may be obtained upon written request to:

Manager — Maintenance Engineering
 Room 3332C2
 295 N. Maple Avenue
 Basking Ridge, New Jersey 07920.

2. PURPOSE AND SCOPE

2.01 The purpose of Part 2 is to establish routines to ensure the maintenance engineer has the following information.

- (a) Sufficient information regarding a General Trade Manufacturer's (GTM) product change to allow that change to be implemented within the BOC
- (b) A standard Bell System format for conveying GTM product change information
- (c) General guidance in the process of implementing a product change within the BOC

(d) A cross reference of PCNs approved and/or implemented throughout the Bell System.

2.02 This part applies to all central office and transmission equipment whether hardwired, portable, or plug-in. It is applicable to both capital and expense items. Many of the features of this section are also applicable to other types of equipment (eg, PBX, outside plant, etc). However, specific procedures should be covered in sections written for outside plant, residence, and business engineering.

2.03 These procedures cover all General Trade Products (GTPs) purchased as described in paragraph 2.02. They are categorized according to the method of procurement.

- (a) AT&T contract
- (b) BOC contract
- (c) No contract.

2.04 The GTPs purchased by Western Electric (WE) for resale to the BOCs are not covered by this section. They are covered by the Standard Supply Contract with WE.

3. DEFINITIONS

3.01 The **BSPPD** is a division of an American Telephone and Telegraph (AT&T) Company organization which:

- (a) Provides a centralized interface with GTSs
- (b) Assembles information on GTPs
- (c) Makes price comparison studies
- (d) Performs opportunity analyses
- (e) Arranges for product evaluations if appropriate
- (f) Negotiates purchase arrangements on behalf of the BOCs and AT&T Long Lines if appropriate
- (g) Develops quality assurance programs that provide for the inspection of GTPs under contract
- (h) Assists with or provides appropriate support for GTPs used by the Bell System

(i) Serves as a coordinator for the administration of PCNs for GTPs sold to the BOCs under contract.

3.02 A **BOC** is one of the 23 operating telephone companies that is part of the Bell System. For the purpose of this section, this term also applies to AT&T Long Lines.

3.03 The **Common Language Equipment Identification (CLEI)** code is a standard method of identifying assignable circuit equipment or products by means of distinctive codes. These codes provide a uniform, feature-oriented language, and they are intended to be used in the BOCs for circuit design, circuit layout, assignment, and inventory control as well as ordering and estimating functions. The codes are also used for interfacing various mechanized business information systems.

3.04 **Control specifications** are mandatory requirements imposed upon a particular product by the Bell System due to its critical nature and risk factor.

3.05 **Commercial specifications** are requirements which are placed on a product by its manufacturer.

Note: Type A, B, C, and D contracts are negotiated by BSPPD and cover the purchase of General Trade Products by the BOCs. These contracts include the various specifications that the product must meet. Type A contracts include BSPPD control specifications; type B contracts include both BSPPD control specifications and the manufacturer's commercial specifications; and type C and D contracts include the manufacturer's commercial specifications. The American Telephone and Telegraph Company requires inspection of all high- and medium-risk products which are normally covered under type A, B, and C contracts referencing either control or commercial specifications.

3.06 A **General Trade Manufacturer** manufactures products outside the Bell System and is often referred to as a GTS or vendor.

3.07 **General Trade Products** (hardware or software) are those products which are designed and manufactured by a company other than WE.

3.08 **District Manager — Procurement (DMP)** is the individual in each BOC who has responsibilities regarding contacts with outside suppliers and liaison with BSPPD.

3.09 **Maintenance Engineer**, as used in this section, refers to the individual assigned the responsibility for administering PCNs relating to central office and/or transmission equipment. In large multiarea companies, the distinction must be made between the headquarters maintenance engineer and the line maintenance engineer responsible for geographic subdivisions of the company. In general, the headquarters maintenance engineer will be the one making contact with the DMP. The headquarters maintenance engineer will review PCNs received, prepare PCN transmittals, and authorize PCN application by the line maintenance engineer.

3.10 A **Product Change** is referred to throughout this section to denote a significant modification to a product. Modifications are considered significant when they affect the performance or life span of the product. This includes any change that might affect the form, fit, function, commercial specification, safety, or reliability of the product. Even certain cosmetic changes are significant. For example, if a manufacturer were to perform a cosmetic change on a product that involved the painting of that product with a new textured paint which would affect the thermal threshold of the product (because of its inability to withstand certain temperatures), the cosmetic change would be considered significant. A product change does not include the introduction of new models or products.

3.11 A **Product Change Notice** is a type of correspondence that a manufacturer uses to notify a company of any planned or proposed change in a product sold to that company. A suggested product change notice information sheet, as described in PUB 53305, is included in this section. (See Fig. 1.)

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LEGEND FOR RECOMMENDED FORMAT OF PRODUCT CHANGE NOTICE

3.12 The following subparagraphs give a brief description of the information that goes on each blank of Fig. 1.

- (a) **Product Name:** Name and/or brief description of the product; include model number, part number, etc.
- (b) **Date:** The date the PCN is submitted, eg, 07/28/81.
- (c) **CLEI Code:** Common Language Equipment Identification, if known.
- (d) **Company Name and Address:** Name and address of the manufacturer. If the product is covered by contract with a distributor who is not the manufacturer, the names of both should be shown.
- (e) **Contract Number:** The number assigned to the contract between the manufacturer and company (BSPPD or BOC) for a particular product.
- (f) **Drawing Number:** Number of the drawing that shows the product being modified by the product change; include issue number.
- (g) **Product Change Number:** Number of the change being performed on a product.
- (h) **Description of Change:** A brief description of the change indicating the subcomponents that may be involved.
- (i) **Change Classification:** Alphabetical designation for the class of change as described in Part 4.
- (j) **Reason for Change:** Explanation of why the change is necessary; information supporting the need for a change.
- (k) **Material Affected:** The material affected by change that is presently in service.
- (l) **Manufacturer's Recommendation About PCN Application:** Manufacturer's information supporting the classification of the change.
- (m) **Documentation Affected:** A list of any documents affected and, thus, altered by the change. Issue numbers and dates of those documents should be included. This should include drawings, programs, practices, manuals, etc.
- (n) **GTM Contact:** Name, address, and phone number of the persons (from GTM company) that AT&T or BOC may contact should they have any questions.
- (o) **Serial Number, Batch Number, Dates of Manufacture, etc:** Specifically which products are being changed.
- (p) **Nomenclature Change:** Change in product nomenclature, part number, etc, as a direct result of the change.
- (q) **Manufacturer Implementation Date:** Date after which all newly manufactured products will have a change.
- (r) **Modification Completion Date:** The date that all modifications are expected to be completed.
- (s) **Location Where Modification Is To Be Performed:** Specification of location, ie, whether modification should be performed at company site, site of the manufacturer, or both.
- (t) **Modification Cost To AT&T Or BOC:** The charges, if any, that AT&T or BOC will be responsible for absorbing in implementing the change (for example, in situations where the manufacturer is not held responsible for financing the change). Consider engineering, installation (labor), material, documentation, training, shipments, etc.
- (u) **Attachments:** Any supplementary reference material relative to the change.
- (v) **Comments:** Additional space is provided for any additional comments relative to this particular change.

PRODUCT CHANGE NOTICE	
PRODUCT NAME: _____ (DESCRIPTION OF PRODUCT) CLEI: _____ COMPANY NAME AND ADDRESS: _____ _____ _____	DATE: _____ CONTRACT NO: _____ DRAWING NO: _____ PRODUCT CHANGE NO: _____ CHANGE CLASSIFICATION: _____ _____ _____
DESCRIPTION OF CHANGE: _____ _____ _____	REASON FOR CHANGE: _____ _____ _____
MATERIAL AFFECTED: _____ _____ _____	MANUFACTURER'S RECOMMENDATION FOR PCN APPLICATION: _____ _____ _____ _____ _____ _____
DOCUMENTATION AFFECTED: _____ _____	SERIAL NUMBERS, BATCH NUMBERS, ETC: _____ _____ _____ _____ _____ _____
GTM CONTACT: _____ NAME: _____ ADDRESS: _____ TELEPHONE NO: _____	
NOMENCLATURE CHANGE: _____ _____	
MANUFACTURER IMPLEMENTATION DATE: _____ _____	
MODIFICATION COMPLETION DATE: _____ _____	
LOCATION OF MODIFICATION: _____ _____	
MODIFICATION COST TO AT&T OR BOC: _____ _____	
ATTACHMENTS: _____ _____	
COMMENTS: _____ _____	

Fig. 1—Example of a Product Change Notice

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3.13 A Product Change Notice Advisory is the document used by BSPPD to transmit significant PCN information to the BOC DMP. This is used only for PCNs from suppliers under BSPPD contract. (See Fig. 3.)

EXPLANATION OF TERMS AND REQUIREMENTS ON A PRODUCT CHANGE NOTICE TRANSMITTAL

3.14 The following subparagraphs give a brief description of the information that goes on each blank of Fig. 2.

- (a) **Vendor Name:** Manufacturer's name should be inserted starting in field number one.
- (b) **Vendor Code:** Use National Vendor Tracking Code.
- (c) **Product Description:** Name and/or brief description of the product.
- (d) **Model/Part No.:** Specific model or part affected by change.
- (e) **CLEI Code:** Common Language Equipment Identification Code, if known.

(f) **PCN No.:** Product Change Notice Number assigned by vendor should be inputted following BOC prefix.

(g) **Class of Change:** Input alpha change classification such as A, D, BU, etc.

(h) **Date:** Input all dates numerically — month, day, and year, ie, 122579.

(i) **Contract No.:** After BOC prefix, input remainder of Contract Number. For example — 102A-5.

(j) **DMP and Engineer Names:** Input last name first and initial.

(k) **Product Code:** Choose from product district on form and input one alpha character.

(l) **Description of Change:** In space available, describe change. This description will be used in Product Change Notice Information System (PCNIS) to describe change to Bell Telephone Companies.



Product Change Notice Transmittal

BS 1293
(7 82)

District Manager Procurement

1 Vendor Name 24 2 Vendor Code 6

3 Product Description 24

4 Model/Part No. 24

5 CLEI Code 12

6 BOC Code--PCN Number 12 1 Class 2 Of Change Mo Day Yr Date Received 8

9 Contract No. 12 1 District Manager Procurement 16

11 Maintenance Engineer Name

EXHIBIT

GTPA

Date

Maintenance Engineer

12 Product Code 1

A. Outside Plant	F. Switching Systems	L. Business Products Voice
B. Outside Plant Test Equipment	G. Operator Services	M. Business Products Data
C. Transmission Systems	H. Announcement Systems	N. Special Studies
D. Common Systems	J. Residence Products	
E. Switching Products	K. Public Service Products	

13 Description Of Change

38 Description Of Change (Con't) 60

14 Primary Affected Drawing 12

The Changes Are Acceptable Unacceptable Insufficient Information

Implementation Recommendation:

Name

Tel. No.

Address

Send To BSPPD PCN Coordinator

Mo. Day Yr. Date Completed

1 8

FCC Item No.43e

Fig. 2—Exhibit of Product Change Notice Transmittal—Form BS-1293

4. CLASSIFICATION OF PRODUCT CHANGES

GENERAL

4.01 Classification of changes serves to categorize, with uniformity, all changes made to products. This section provides information concerning change classifications which have been developed for generic identification of types of changes taking place in Bell System-owned equipment or material. Each classification designates the urgency of the change and the organization responsible for financing the change (ie, supplier or BOC).

4.02 Final classification of a change is reached after it has been negotiated and agreed upon by the appropriate Bell System Organization (either BSPPD or the BOC) and the manufacturer.

4.03 Product change classification letters A, AC, AR, BU, B, and D are used to denote the various types of changes. These letter classifications are to be used by the GTMs of telecommunications products who have contracts in effect with the BSPPD of AT&T. They may also be used to classify changes by manufacturers dealing directly with BOCs.

4.04 The changes generally range from higher to lower degrees of urgency as they are listed (from A to D).

4.05 Each change classification is listed in the following paragraphs with its general description, including how it is normally applied. Certain procedures for application, however, may be subject to negotiation between the GTM and either BSPPD or the BOC.

CLASS A CHANGE

4.06 The class A designation applies to changes needed to correct inoperative electrical or mechanical conditions, extremely unsatisfactory operating conditions, or conditions which result in safety hazards are judged severe enough to have to be made to all material in process, in stock, or installed.

4.07 The class A designation causes shipment and, in many cases, factory production of the product to be stopped. Consequently, the manufacturer-owned product will be modified. The GTM must in-

form the originator(s) of all pending orders of the change since it could affect installation dates or necessitate a program to change products which have already been delivered to the BOC.

4.08 Class A changes require immediate action to be taken to correct the condition on all products in the hands of the GTM and the BOC.

CLASS AC CHANGE

4.09 The class AC designation applies to changes needed to correct inoperative electrical or mechanical conditions, unsatisfactory maintenance, operating conditions, or conditions which result in safety hazards except that the conditions are caused by circuit combinations or options which exist only on certain products.

4.10 A class AC change can compensate for marginal (worst circuit) cases where the inoperative or unsatisfactory conditions exist on certain products and are not or cannot be associated with specific physical circuit combinations or options; for example, high traffic usage problems (where a specific unit cannot meet the design intent). Conditions such as this shall be described on the change notice.

4.11 Class AC changes may cause shipment and/or factory production of the product to stop until the change has been incorporated. The manufacturer-owned product may be modified, and the manufacturer must also inform the originator(s) of all pending orders of the change. This could affect installation dates or necessitate a program to change products which have already been delivered to the BOC.

4.12 Selective correction will take place on those products needing the change. Those products will be determined through negotiation between the GTM and BSPPD/BOC.

CLASS AR CHANGE

4.13 The class AR designation applies to changes needed to correct unsatisfactory conditions which may be allowed to exist on a temporary basis. The description of the class AR designation is the same as that of the class A's except where products may be delivered to a BOC without incorporating the change.

4.14 The class AR change is made on all products in the hands of the manufacturer or the BOC

as soon as possible. Those products in the hands of the GTM shall have the change made before delivery to the BOC except where delivery of the product would be delayed. In this case, the change shall be applied as soon as possible after the delivery.

CLASS BU CHANGE

4.15 The class BU designation applies to conditions of a mandatory nature, for example, fulfilling federal registration or future compatibility requirements, or for conditions of sufficient importance to be intended for universal application but having some characteristics that are not within class A, AC, or AR definitions.

4.16 With class BU changes, shipment of the product will stop often until the change is incorporated. In many cases, the factory production will also stop. Manufacturer-owned products will be modified. Also, the GTM must inform the originators of all pending orders of class BU changes since it could affect installation dates or necessitate an order to change products which have already been delivered to the BOC.

4.17 Class BU changes will be made as soon as possible to all products in the hands of the GTMs and BOCs.

CLASS B CHANGE

4.18 The class B designation applies to changes in products which provide new features that directly affect subscriber service, provide design improvements which result in better service capabilities, provide changes in design which result in important cost savings to BOCs, or provide initial CLEI codes as design requirements.

4.19 Class B changes are sufficiently important to justify their application during factory production and are recommended for application to existing installations in the field.

4.20 Class B changes shall be made by the manufacturer as soon as possible, normally within 6 months.

CLASS D CHANGE

4.21 The class D designation applies to design changes in products which result in minor

improvements in service capabilities, provide design changes which permit manufacturing cost reductions or facilitate manufacture, implement routine changes such as rating, title, and note modifications, or provide CLEI codes as design requirements.

4.22 Class D changes shall be made by the GTM on all products as soon as practicable, normally within 12 months.

5. BILLINGS FOR PRODUCT CHANGES

5.01 In the following paragraphs, the responsibility for financing each change is explained. This information is for the general guidance of the maintenance engineer. Each case is governed by the particular contract with the GTM and may be affected by product liability or other government regulations. The responsibility for financing is normally negotiated at the time the change is accepted.

5.02 Class A (A, AC, AR) changes are all considered as covered under warranty and nonbillable to the BOC. They are normally paid for by the supplier. (The actual contract warranty governs this determination in each case.)

5.03 Class BU changes are not covered under warranty but are strongly recommended by the manufacturer. These changes may be billable to the BOC.

5.04 Class B and D changes are both billable to the BOC if the work is performed by and/or the material provided by the GTM.

6. REQUIREMENTS FOR NOTIFICATION BY MANUFACTURERS

6.01 All manufacturers who sell telecommunications equipment to the BOCs should submit a PCN (Fig. 1) for each modification which affects form, fit, function, reliability, etc., of a product. In most cases, contracts with either BSPPD or BOC provide PCN procedures. For exact details with each manufacturer, the contract with the manufacturer should be consulted. (Some contracts provide product change procedures which are in force after the active contract expires.) Copies of specific contracts are held by the DMP. The following paragraphs provide a synopsis of these conditions.

MANUFACTURERS UNDER BSPPD CONTRACT

6.02 Under the standard terms and conditions of a BSPPD contract, the following procedures for

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processing proposed product changes by a GTM apply.

6.03 For material that is covered by Commercial Specifications (type B, C, and D contracts — paragraph 3.05), manufacturers are required to notify the contracting group of BSPPD, in writing, 30 days before implementing any change that would affect:

- (a) Reliability
- (b) Commercial specifications
- (c) Form, fit, or function
- (d) Safety.

In addition, at the time of notification, the GTM is required to provide the following:

- (a) Product change number
- (b) Description of the change
- (c) Reasons for the change
- (d) The proposed classification of the change (A, AC, AR, B, BU, or D)
- (e) Description of the affect of the change upon:
 - (1) Reliability
 - (2) Commercial specifications
 - (3) Form, fit, or function
 - (4) Safety.

6.04 For material that is covered by BSPPD Control Specifications (type A and B contracts), the GTMs, in addition to the obligations stated in paragraph 6.03, are required to notify BSPPD Contracting of any change which affects the Control Specification. They shall also include a description of the impact of the change upon the Control Specification in their notification to BSPPD.

6.05 For further information, refer to the BSPPDs Standard Terms and Conditions contained in Bell System Technical Reference — PUB 53305, General Trade Supplier Guidelines for Product Change Notices.

MANUFACTURERS UNDER BOC CONTRACT

6.06 The BOC contracts or purchase orders should include terms, conditions, and procedures for PCNs similar to those provided in BSPPD contracts as outlined in paragraphs 6.02 through 6.05. The BOC contracts should specify a standard time period for advanced notification by the manufacturer, normally 30 days. It is strongly recommended that the BOC contracts conform to the BSPPD Standard Terms and Conditions as closely as possible. The BSPPD Standard Terms and Conditions are available to the DMP in each BOC. Manufacturers may or may not have commercial and/or Bell System specifications for their product.

MANUFACTURERS NOT UNDER BSPPD OR BOC CONTRACT

6.07 The BOCs should be notified of all changes in products they have purchased even though there may be no contractual requirement for the manufacturer to do so. There is a wide variety of procedures in use by manufacturers not under contract for notification of product changes.

7. CONTENT AND FORMAT OF PRODUCT CHANGE NOTICES

7.01 The PCNs are issued by GTMs for many reasons. They may be initiated by the supplier or may be in response to a General Trade Engineering Complaint. There are many questions which must be addressed. There are technical questions regarding function, compatibility, and the need to make the change. There are logistical questions concerning who will do it, where, etc. There are financial issues such as who will pay for it. There are operational considerations such as how to make the change without affecting service. These are all issues which should be dealt with in the PCN process.

7.02 The format of a PCN may vary widely between manufacturers. Bell System Technical Reference PUB 53305 contains instructions for use by GTMs in reporting product changes to the Bell System. (See Fig. 1.) This serves as an outline of the information the Bell System requires to effectively implement the product change.

7.03 In addition to providing this information to manufacturers, Bell System Technical Reference PUB 53305 may be used by AT&T and BOC orga-

nizations in reviewing PCNs to ensure that sufficient information is available to make an informed decision concerning the product change to implement the change.

8. RESPONSIBILITIES FOR PRODUCT CHANGE NOTICE REVIEW, ACCEPTANCE, AND TRANSMITTAL

8.01 This part defines responsibilities for the various aspects of processing a PCN. Reviewers of PCNs must ensure that each PCN provides enough information to permit an adequate decision regarding application. In addition, there must be sufficient information to permit desired changes to be implemented efficiently.

8.02 The reviewing company (AT&T or BOC) should use the legend to the PCN format (paragraph 3.12) as a checklist for reviewing a PCN received from a manufacturer. In those instances where a manufacturer does not submit a formal written PCN to the Bell System, the organization that has reviewing responsibilities must develop the PCN data. The legend sheet must be used as a checklist for developing the product change information.

8.03 When additional information must be provided or when no PCN exists, the AT&T/BOC individual reviewing the change will provide the required additional information on a Product Change Notice Transmittal, Form BS-1293 (Fig. 2) or a Product Change Notice Advisory, Form 2104-002 (Fig. 3).

MANUFACTURERS UNDER BSPPD CONTRACT

8.04 The AT&T/BSPPD is responsible for the review and acceptance of PCNs for items covered by an AT&T contract. Circumstances may arise where the BOC, through contact with a GTM, is the first to become aware of an impending PCN and alerts the appropriate staff member of BSPPD.

8.05 The Contracting Organization of BSPPD monitors the review of all GTM proposed PCNs for products covered by BSPPD contracts. Upon receipt of the PCN, Contracting forwards it to the appropriate BSPPD Product Management Organization for review. Product Management (usually in collaboration with the appropriate engineering organization) will determine whether the proposed product change is acceptable or unacceptable. Upon determination, Product Management will advise Contracting who, in turn, will notify the supplier of the disposition of the

proposed change. Product Management will determine whether the BOCs DMPs are to be notified of the acceptance of the product change. Notification is required on A-, AC-, AR-, B-, and BU-type changes.

8.06 When BSPPD has accepted a PCN, the BSPPD Product Manager will notify the BOCs of the change by means of a Product Change Notice Advisory, Form 2104-002 (Fig. 3). The Product Change Notice Advisory summarizes pertinent information which is necessary for the implementation of the PCN. For very urgent or serious product changes, the initial notification may be made via telephone, TWX, or other immediate correspondence.

8.07 When BSPPD prepares a Product Change Notice Advisory on a product under AT&T contract, it will distribute copies of the Product Change Notice Advisory to the DMP of each BOC. Within each company, the DMP will distribute this Product Change Notice Advisory to the technical organizations (eg, headquarters maintenance engineer) who need the information to implement the product change.

8.08 Since AT&T contracts require GTMs to provide copies of product change documentation on accepted changes to the affected BOCs, the DMP should review such documentation shortly after BSPPD notification to the GTM of PCN acceptability. This information, together with the PCN Advisory if appropriate, should be forwarded by the DMP to the BOC headquarters maintenance engineer for consideration and implementation. Figure 4 provides a flowchart of BSPPD's PCN process. Elements depicted in Fig. 4 are recommended to each BOC in establishing its own PCN process.

8.09 Implementation of the PCN within the BOC is the responsibility of the BOC's Maintenance Engineering Organization.

MANUFACTURERS UNDER BOC CONTRACT

8.10 Each BOC is responsible for the review and acceptance of PCNs for items under BOC contract with the GTM.

8.11 In the BOC, the review and acceptance of a PCN is a joint effort between the BOC headquarters maintenance engineer and the Headquarters DMP.

8.12 The headquarters maintenance engineer is responsible for reviewing the technical as-



Product Change Notice Advisory

2104-002
(8-81)

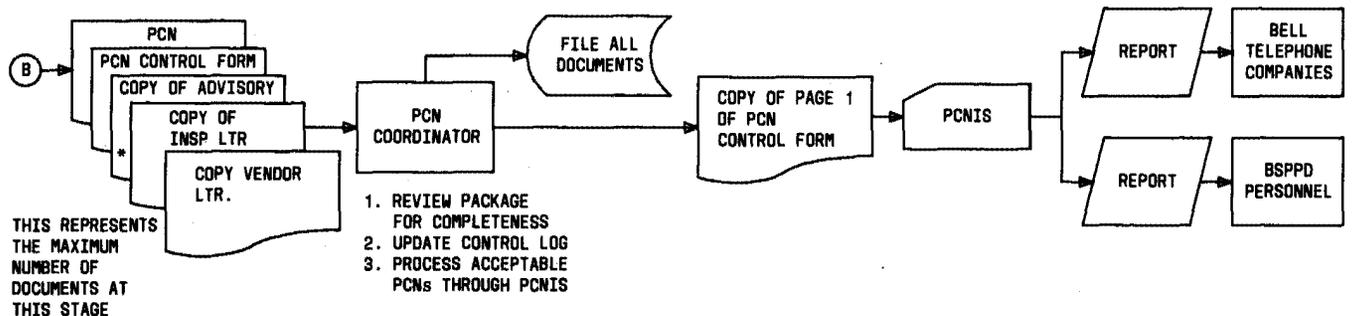
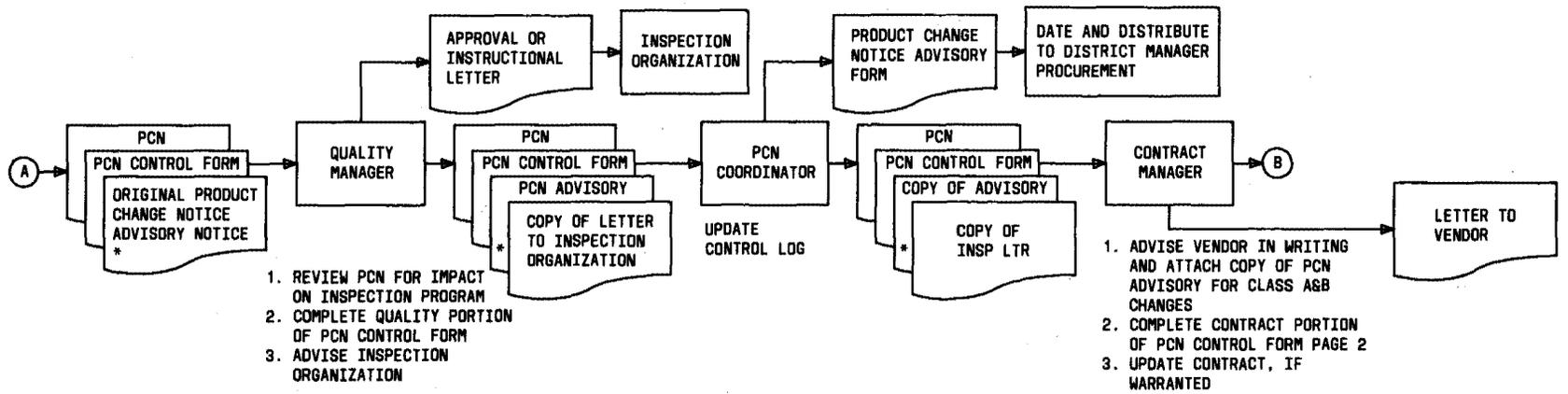
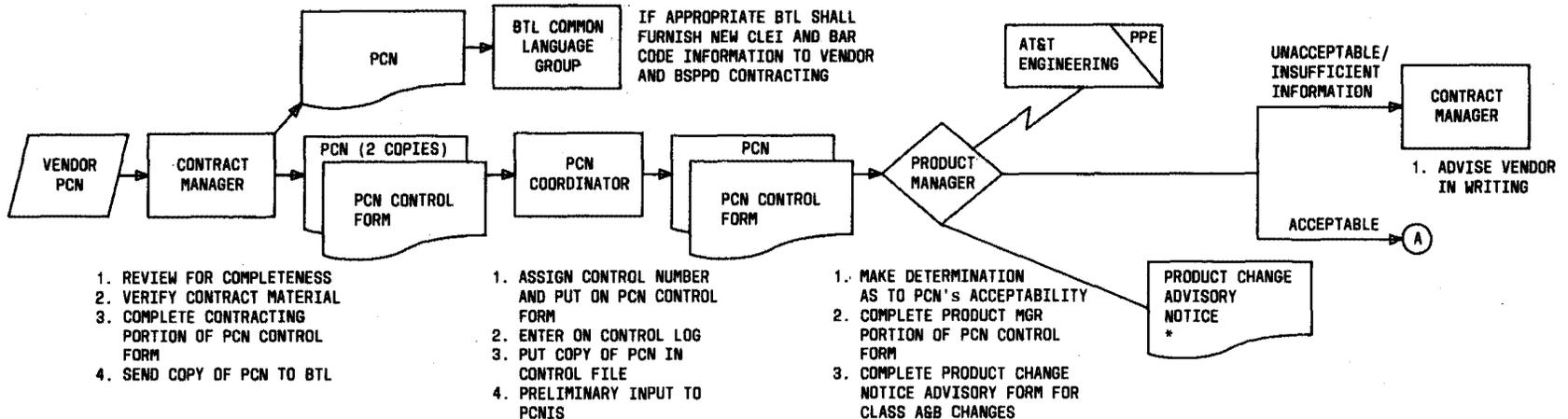
Control No.	
Vendor Name	Class Of Change
Product	Contract No.
Description Of Change	

Course Of Action

BSPPD Contact

Phone

Fig. 3—Exhibit of Product Change Notice Advisory—Form 2104-002



THIS REPRESENTS THE MAXIMUM NUMBER OF DOCUMENTS AT THIS STAGE

* ASTERISKS IDENTIFY DOCUMENTS THAT ARE ONLY ISSUED IF WARRANTED. ALL OTHER DOCUMENTS ARE MANDATORY.

Fig. 4—Flowchart of BSSPD Product Change Notice Process

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pects of the PCN and determining their acceptability. These include physical aspects, electrical aspects, compatibility considerations, etc. The headquarters maintenance engineer is also responsible for decisions concerning the logistics of implementing the proposed change within the BOC.

8.13 Implementation of a PCN is the responsibility of the BOC Line Maintenance Engineering Organization.

8.14 For items under BOC contract, the DMP is responsible for the financial and contractual aspects of the change and notifying the manufacturer in the event that the change is unacceptable or sufficient information was not provided.

8.15 When a BOC reviews and accepts a PCN under BOC contract, the DMP will forward Form BS-1294 to BSPPD (c/o BSPPD PCN Coordinator). Within the BOC, the headquarters maintenance engineer will issue the PCN and provide instructions for implementation.

MANUFACTURERS NOT UNDER BSPPD OR BOC CONTRACT

8.16 In the case of the suppliers who do not have a formal contract with BSPPD or the BOC, there are instances where it is desirable and others where it is mandatory that the GTM notify the BOC of a product change. Those cases where it is desirable include situations where there is widespread use of the product and the change may have a significant effect on its operations. Furthermore, notification by the GTM is a legal obligation in cases of product liability, product recalls, etc, where safety is involved.

8.17 Notification to BSPPD of changes in this category should follow directions provided in paragraph 8.11. Figure 8 provides a generic flowchart of the BOC's PCN process.

9. PREPARING AND ISSUING A PRODUCT CHANGE NOTICE TRANSMITTAL

9.01 The Product Change Notice Transmittal, Form BS-1293 (Fig. 2), will be prepared by the BOC DMP from information extracted from the PCN furnished by the GTM. This is normally done jointly with the BOC headquarters maintenance engineer. The PCN Transmittal should be brief and should include, as appropriate, the items shown as follows.

(The PCN Advisory from BSPPD will also contain this information.)

(a) Bell System technical data not normally available to the manufacturer which will assist in implementation (eg, interface requirements with Bell System equipment, etc).

(b) Necessary information regarding the product which was not supplied by the manufacturer in the PCN.

(c) Bell System identification data:

(1) Property record number

(2) Common Language Equipment Identification.

(d) Additional technical information and recommendations concerning desirability, need, and urgency of applying the change. If the change is found to be unacceptable, it should be so noted.

(e) Any system-wide logistical information (eg, schedules, centralized modification locations, etc) pertaining to the application of the change.

(f) Drawings, sketches, instructions, etc, which may be required (eg, in the case of a change to be applied in the field by each BOC).

(g) Name, address, and phone numbers of AT&T/BOC maintenance engineer and BSPPD/DMP contact.

9.02 The PCN serial numbers will be assigned to the Product Change Notice Transmittal by the originator. For BOC originated PCNs, the number is assigned by the DMP. The format of the numbers is shown in Fig. 5.

9.03 When a BOC reviews a PCN (under BOC contract or no contract), the DMP of the company will forward a copy of the PCN and Transmittal to the designated office at BSPPD. This copy will be held as a record copy for BSPPD. In addition, BSPPD will use it to enter the information in the periodic listing of PCNs as described in Part 11.

9.04 A copy of the PCN Transmittal or PCN Notification should normally be given to the supplier except when the supplier is no longer providing

AB — 1 — 2345

Two letter code designating the Bell System Company originating the PCN (See Table)

Single digit to designate the last digit of the year issued

Four digits to serialize the changes issued by the BOC within the year

BELL SYSTEM COMPANY	CODES
C&P Companies (Corporate Headquartes)	CP
C&P of Maryland	CM
C&P of Virginia	CV
C&P of West Virginia	CW
C&P Company (Washington, DC)	CD
Cincinnati	CB
Diamond State	DS
Indiana	NB
Illinois	LB
Long Lines	LL
Michigan	MB
Mountain	MS
Nevada	NV
New England	NE
New Jersey	NJ
New York	NY
Northwestern	NW
Ohio	OB
Pacific	PT
Pacific Northwest	PN
Pennsylvania	PA
South Central	SC
Southwestern	SW
Southern	SB
Southern New England	SN
Wisconsin	WT

Note: The PCNs originated under BSPPD contract will be identified by the prefix "ATT-" plus up to eight alphanumeric characters.

Fig. 5—Product Change Notice Numbering Plan (See Note)

technical support, parts, etc. for the product, or in those cases where Bell System technical organizations must make a change to a product without the involvement of the supplier.

Note: Normal contractual provisions provide that the information provided by a supplier to the Bell System should not be considered by the supplier to be proprietary or confidential information. However, care should be taken to ensure that contracts or agreements to the contrary do not exist which would put the Bell System in a position of unauthorized publication of proprietary information.

9.05 When a program of *source inspection* is used for a product, the organization reviewing the PCN and preparing the Transmittal must provide a copy of the PCN and Transmittal and/or PCN and Notification to the organization contracted to inspect the product. This is to ensure that the inspecting organization is using the latest specifications or standards for the product. Source inspection is normally done by the WE Purchased Products Inspection (PPI) Organization or an independent inspection organization. It may be done by the BOC purchasing group.

10. IMPLEMENTING THE PRODUCT CHANGE NOTICE WITHIN THE BOC

10.01 *Prior to changing a product according to a PCN, the headquarters maintenance engineer of the BOC must authorize the PCN for implementation. Implementation within the BOC is normally done by the line maintenance engineer.*

10.02 Once the PCN is approved, any one of a number of possible courses of action may be taken to implement the change. Deciding upon the course of action to implement is the responsibility of the line maintenance engineer. The course of action must conform to practices and policies within each company. Such procedures may include formal requests to the central office equipment engineer or plug-in administrator to implement changes, requisitions, or purchase orders to vendors, etc. The most appropriate method is dependent on company procedures, whether the item is hard-wired or portable, what agreements have been made with the vendor regarding who pays for the change, where it will be done, and numerous other factors.

10.03 Implementation of the PCN within the company will most likely begin with a search of

the appropriate records to determine where the items are located. Commonly used inventory records are:

- (a) DCPR—For hard-wired and nondeferrable central office equipment plug-ins
- (b) PICS—For deferrable central office equipment plug-ins, capital tools, and portable test equipment
- (c) Other—Specialized inventory records.

10.04 It may be necessary to request an Office Circuit Inventory (OCI) search from WE. The OCI search would be particularly appropriate in the case of hard-wired General Trade items installed by WE at BOC request. (The OCI searches, in this case, would normally be billable to the BOC.) In some instances, the assistance of field forces may be needed for on-the-spot counts or verifications. Section 790-120-240 should be used for general guidance in those cases where it is desired to contract with WE for work associated with the change.

10.05 For portable equipment and deferrable plug-in equipment, the line maintenance engineer must work closely with the plug-in administrator to identify the locations, plan for turnaround stock, and plan for the logistics of implementing the change. Procedures for the application of Customer Change Notices (CCNs) (Section 790-120-200) may be used as guidelines for developing procedures for individual PCNs. Close coordination with field forces will also be required. For this reason, the role of the field forces on each PCN must be clearly spelled out. The line maintenance engineer will notify the field forces of the PCN and will provide instructions (and technical data, if appropriate) for implementing the PCN. This is done by sending a Field Notification of PCN/Confirmation of PCN Completion, Form BS-1294 (Fig. 6), with instructions attached to the appropriate field supervisors. The BOC Field Supervisor overseeing the application of the change must sign and return Form BS-1294 to the line maintenance engineer as the PCN is completed at each location. (See Fig. 6.)

10.06 The maintenance engineer must maintain historical records consisting of the PCN, inventory lists which were applicable, and confirmation of PCN completions for each PCN. The line maintenance engineer must also ensure that inventory records are updated, where required, to reflect the change.

		Field Notification Of PCN/ Confirmation Of PCN Completion	BS-1294 (2-82)
			Date
To Supervisor		Title	
Organization			
Address			
City		State	Zip Code
<p>The Attached Information Contains Instructions Regarding A Product Change Notice (PCN) For A General Trade Product Which Must Be Completed At The Location(s) Under Your Supervision.</p> <p>The Product Involved Is: _____ (Manufacturer/Description/Model No.)</p> <p>The PCN Number Is: _____</p> <p>When The PCN Has Been Completed, Please Sign And Complete The Bottom Of This Form, And Return The Form To Maintenance Engineering At The Address Shown.</p>			
Maintenance Engineer			Tel. No.
To Maintenance Engineer			Room
Address			
City		State	Zip Code
<p>The PCN Described Above Was Completed On _____ (Date)</p> <p>For _____ (Location)</p> <p>_____ (Equipment System)</p>			
Name		Signature	
Title		Tel. No.	
FCC Item No.43e			

Fig. 6—Exhibit of Field Notification of PCN/Confirmation of PCN Completion—Form BS-1294

11. QUARTERLY PRODUCT CHANGE NOTICE LISTING

11.01 Product Change Notice Information System (PCNIS) is a BSPPD controlled mechanized PCN software system which contains an inventory of PCNs received from BOCs and/or issued by BSPPD. This report is issued quarterly. (See Fig. 7.)

11.02 The information contained in the PCNIS report is only intended to identify the PCN and not to provide details. The list will show PCNs less than 2 years old.

11.03 The Bell System Purchased Products Division will automatically distribute to the BOC DMPs copies of the Quarterly Listing. This listing provides pertinent information on all PCNs processed both at AT&T and within the BOCs. Information on PCNs approved, which may have application within your company, can be secured by your DMP through the contact or the BOC DMP referenced in the listing.

BSPPD
 QUARTERLY LISTING FOR PERIOD ENDING
 09/30/81
 GENERAL TRADE PRODUCT CHANGE NOTICES
 FOR FURTHER INFORMATION, CONTACT YOUR DISTRICT MANAGER - PROCUREMENT
 REFERENCE: BSP 790-120-205

PROD CPG CODE CLASS	VENDOR	VENDOR NAME	PRODUCT	MODEL PART NO	CLEI	BSPPD PROD MGR
-----			-----	-----	-----	-----
DESC OF CHANGE			PCN NUMBER	DATE REC	* NEW	
-----			-----	-----	-----	-----
A	D	60000 ANACONDA CO	S6A	6600	NA	PAPA R F
		NEW REPEATER LABEL		ATT-11326	05/19/80	
		ADDITION OF WARNING LABELS		6600 & 6928 LG HSG	NA	PAPA R F
				ATT-11447	05/19/80	
		ADDED GROUND LUG MOUNTING		6711-1401-01 HOUSING	NA	PAPA R F
				ATT-11329	05/19/80	
		NEW REPEATER LABEL		6912 SINGLE REPEATER	S6RHA406AA	PAPA R F
				ATT-11331	05/19/80	
		ALLOW FOR COMPATIBILITY WITH S6B		6917 CABINET	S6TSAX06AA	PAPA R F
				ATT-11332	05/19/80	
		FACILITATE MANUFACTURING		6917 SM EQT CABINET	S6SAX06AA	PAPA R F
				ATT-11448	05/19/80	
		DRAWING CORRECTION		6955 ASSEMBLY BRACKET	S6RPA306AA	PAPA R F
				ATT-11333	05/19/80	
		344000 FARINON ELECTRIC	PORTABLE MICROWAVE RTR	DRIVER AMPLIFIER	NA	MOSCHELLO T J
		DRIVER AMPLIFIER MODULE REDESIGN FOR IMPROVED	RELIABILITY	ATT-18407-M2	08/05/80	
		460000 ITT TELECOMMUNICATIONS	T324S	CO EQUALIZER 630006-525	NA	PAPA R F
		GROUPS ADDED FOR FOREIGN MANUFACTURE		ATT-23L59	06/05/80	
		FACILITATE MANUFACTURE		DECODER 623099	NA	PAPA R F
				ATT-23L17	06/05/80	
		ADDITION OF LOCKWASHER TO INCREASE MECHANICAL	INTEGRITY	MULTIPLEXER SHELVES 6230	NA	PAPA R F
				ATT-23L62	06/05/80	
		CIRCUIT CARD CORRECTION		POWER SUPPLY 623110	NA	PAPA R F
				ATT-23L66	05/30/80	
		ADDITION OF EQPT FOR SALE TO NON BELL CUSTOMERS		PRIVATE LINE CAPD		PAPA R F
				ATT-23L72	07/01/80	
		ADDITION OF EQPT FOR SALE TO NON BELL CUSTOMERS		PRIVATE LINE CO 623130		PAPA R F
				ATT-23L71	07/01/80	
		DRAWING CORRECTION		RECEIVE LOGIC 623208	NA	PAPA R F
				ATT-23L21	06/05/80	

NOTICE
 THIS INFORMATION IS PROVIDED SOLELY FOR THE INTERNAL
 USE OF THE AT&T COMPANY AND THE BELL OPERATING
 TELEPHONE COMPANIES AND IS NOT TO BE DISCLOSED TO
 OTHERS WITHOUT EXPRESS BSPPD AUTHORIZATION.

**Fig. 7—Product Change Notice Information System (PCNIS) Report on General Trade
 Product Change Notices**

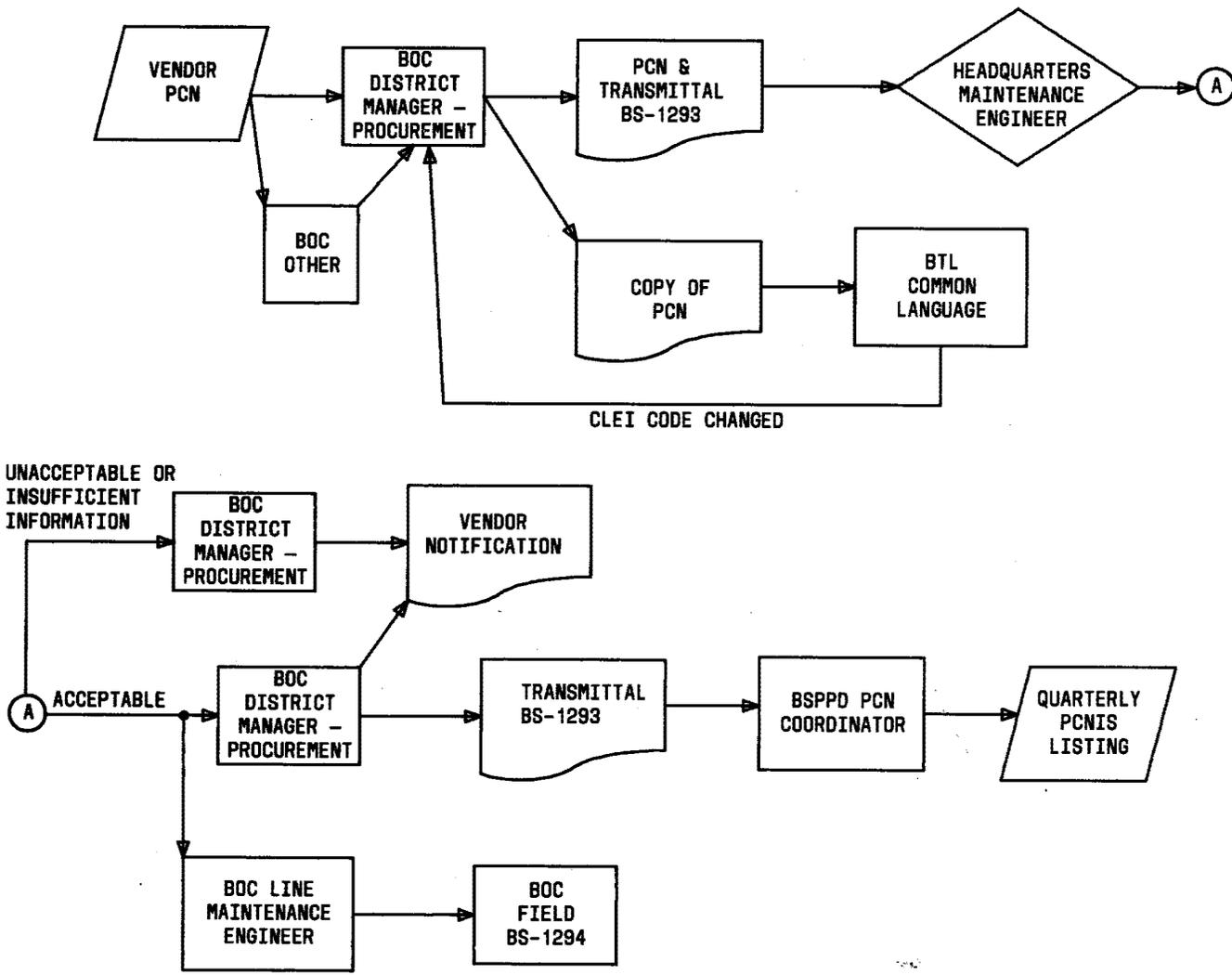


Fig. 8—Generic Flowchart of BOC Product Change Notice Process