

DESCRIPTION AND STRUCTURE

1. GENERAL

- 1.01 The series entitled "Bell System Practices—Central Office Maintenance" provides information for maintaining central office equipment. These practices describe what are considered the most effective requirements, methods and procedures for this work.
- 1.02 They are prepared primarily to serve as a working manual for the forces on the job who are directly responsible for the maintenance of central office equipment. It is intended that these practices together with the supplementary central office maintenance information described in other sections, will include ultimately all the maintenance information required by these forces.
- 1.03 The plan provides uniform and definitely located information for use throughout the System, and the effective application of these practices will aid materially in the furnishing of satisfactory service at a minimum cost.
- 1.04 In the adoption of a plan which would provide the desired uniformity, the required flexibility was also kept in mind. Therefore, provision was made for the inclusion of special practices required by local situations as well as for future practices which may be required by the development of new equipment.
- 1.05 "Bell System Practices—Central Office Maintenance" are divided at present into eight major divisions as follows:
 - A100—General.
 - A200—Tests and Inspections.
 - A300—Operating Methods.
 - A400—Apparatus Requirements and Adjusting Procedures.
 - A500—Work Items.
 - A600—General Troubles.
 - A700—Description of Testing Equipment and Tools.
 - A800—Educational Information.
- 1.06 Each major division is further sub-divided into groups of subdivisions as shown in Section A101.101.

2. DIVISION A100—GENERAL

- 2.01 Division A100, "General," deals with the description, scope and structure of the series and other items of a general nature. The various indices are also included in this division.

3. DIVISION A200—TESTS AND INSPECTIONS

- 3.01 Division A200, "Tests and Inspections," includes those sections which describe the procedures to be followed in the performance of tests of a routine nature. Inspections not associated with adjustable apparatus, are also included in this division. The information in this division is grouped according to types of offices, except for those items which are common to all offices and which are grouped in separate subdivisions.
- 3.02 It is expected that this division will be used as a working manual by experienced men, and also as information which can be used in the instruction of new men not familiar with the tests and inspections.
- 3.03 In some cases the tests and inspections covered by a particular section have been further subdivided into parts designated alphabetically, in order to facilitate the scheduling of particular parts of the section where it is desirable to make only a part of the test or inspection at one time.

4. DIVISION A300—OPERATING METHODS

- 4.01 Division A300, "Operating Methods," covers operating routines and other practices associated with the day by day activities of the plant forces, such as the following:
 - Operation of Power Plant.
 - Interdepartmental Routines.
 - Emergency Routines.
 - Main Frame Protection Practices.
- 4.02 Tests which are applied only under special circumstances are included in this division.

5. DIVISION A400—APPARATUS REQUIREMENTS AND ADJUSTING PROCEDURES

- 5.01 Division A400, "Apparatus Requirements and Adjusting Procedures," includes those sections which cover the requirements and adjusting procedures for the various types of adjustable central office apparatus. This division is described in detail in Section A101.004.

SECTION A101.001

6. DIVISION A500—WORK ITEMS

- 6.01 Division A500, "Work Items," deals with methods of performing work such as running cross-connections on distributing frames, soldering, repairing switchboard cords, etc.
- 6.02 Information covering piece part data and replacement procedures for central office apparatus is included in this division.

7. DIVISION A600—GENERAL TROUBLES

- 7.01 Division A600, "General Troubles," describes certain typical circuit troubles and approved methods for locating and clearing such troubles. Troubles encountered on power apparatus are covered in Division A300 as this information is closely related to operating methods.

8. DIVISION A700—DESCRIPTION OF TESTING EQUIPMENT AND TOOLS

- 8.01 Division A700, "Description of Testing Equipment and Tools," includes descriptive information on standard testing equipment, test circuits, tools and gauges.

9. DIVISION A800—EDUCATIONAL INFORMATION

- 9.01 Division A800, "Educational Informa-

tion," includes sections descriptive of various systems, equipment or apparatus.

10. INDEXING

- 10.01 The indexing arrangement provides for numerical indices, alphabetical indices by types of offices, and checking lists.
- 10.02 The numerical indices show in numerical sequence, all of the numbers which have been assigned to sections whether or not they have been issued. An index is provided for each major division. These indices are furnished principally for indicating number assignments and the detailed scope of the information.
- 10.03 The alphabetical indices by types of offices furnish a complete record of the sections which have been issued prior to date of the indices and are intended use in locating detailed information.
- 10.04 The checking lists which are arranged numerically, provide information as to sections current as of the date of the checking list, together with the latest issue numbers. The lists are intended to be used for verifying that any section or set of practices is up to date.