

PLAN FOR ADMINISTRATION, ANNOUNCEMENT, ORDERING AND
DISTRIBUTION OF BELL SYSTEM PRACTICES TO
OUTSIDE PLANT CONSTRUCTION FORCES

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1. GENERAL

- 1.01 This section describes the plan for administration, announce-
ment, ordering, and distribution of Bell System Practices,
Outside Plant Construction and Maintenance, Series "G" to the
Outside Plant Construction Forces.
- 1.02 The plan applies to practices prepared by either the Amer-
ican Telephone and Telegraph Company or The Pacific Tele-
phone and Telegraph Company.
- 1.03 Information regarding certain divisions of the "J" Series
has been included.

2. ADMINISTRATION

2.01 Local sections and local addenda to American Telephone and Telegraph Company practices are prepared and issued by the Chief Engineer in accordance with the plan outlined in Section G00.400.1.

2.02 Local sections may be originated by the Plant Department and transmitted informally to the Chief Engineer's office for approval and standardization.

2.03 The Chief Engineer will furnish the General Plant Manager with two copies of every list of new sections and reissues or cancellations of existing sections, prior to their announcement to the field. One copy marked "Copy for Chief Engineer's File" and the other marked "Copy for Plant Department File."

(a) From these lists, representatives from the General Plant Manager, Plant Department, and the Chief Engineer's office will determine which of the new sections should be standardized for use in this Area.

(b) The General Plant Manager shall decide to whom the sections should be distributed.

(c) The General Plant Manager shall return one copy of the lists to the Chief Engineer with his comments or approval, as indicated by his signature in the space provided for that purpose. The other copy is retained by the General Plant Manager.

2.04 Field Trial Instructions are submitted for field trial to the General Plant Manager as outlined in Paragraph 2.03 above. Upon completion of the field trial, the General Plant Manager shall:

(a) Advise the Chief Engineer of his approval of the instructions, or;

(b) Recommend that certain modifications be made before it is incorporated into a standard Bell System Practice for this Area, or;

(c) Advise the Chief Engineer that the field trial was not satisfactory and recommend that the field trial instructions be canceled.

2.05 Standard sections and addenda approved for use in this Area are announced by the General Plant Manager by means of an Advance Distribution List as outlined in Part 5 of this section.

2.06 Checking list and indexes are usually issued twice each year.

(a) In addition to section titles they list numerically all the Series "G" and "J" handbook size sections standard in this Area and indicate the distribution, to the various Plant employee titles or craft, affording a means of checking the handbooks and office files to insure completeness of information on outside plant construction and maintenance.

(b) Field Trial Instructions, handbook specifications, etc., are listed in numerical order toward the end of the appropriate lists.

(c) The checking list and indexes are supplemented from time to time during the current year by Advance Distribution Lists (See Part 5) announcing new sections and the reissue or cancellation of existing sections.

(d) A new section or a reissue of a section is denoted by an asterisk symbol (*) placed in front of the section number.

(e) A change in distribution of a section from the previous issue is denoted by a per cent symbol (%) placed in front of the section number.

(f) A new issue of a checking list automatically cancels the preceding issue and the Advance Distribution Lists.

3. METHOD OF DETERMINING FIELD REQUIREMENTS

3.01 Record of Holders, Form PF-304N, is kept at the office where the sections are to be distributed to the individual holders or his immediate supervisor. The summary of form PF-304N is posted on Form PF-305, Quantity Distribution Chart, and forwarded to the district office. The district office summarizes forms PF-305 and forwards the code information on form P-3056 through lines of organization to the Plant Practice Supervisor.

3.02 A summary of each district's requirements on form P-3056 is compiled on a master record in the office of the General Plant Supervisor in order to readily determine over-all field requirements.

3.03 The requirements for distribution shown on the Record of Holders, Form PF-304N, shall be promptly revised by those responsible for maintaining this record each time there is a change in the number of employees under any employee group. Form P-3056 shall then be forwarded through lines of organization to the Plant Practice Supervisor.

4. METHOD OF ORDERING

4.01 Plant Practice Supervisor's office:

(a) The initial supply of sections is ordered in accordance with the requirements shown on the master chart.

(1) Sections or addenda prepared by the American Telephone and Telegraph Company are ordered from the Western Electric Company. The order is placed as soon as practicable after the section has been approved by the Chief Engineer and the General Plant Manager and the distribution requirements have been determined.

(2) When locally written sections or addenda are involved, the Chief Engineer's office shall prepare the multilith copy of each section after it has been approved. The multilith copy is then forwarded to the General Plant Manager who in turn forwards it to the Plant Practice Supervisor's office for local printing.

(3) Sections prepared by other areas of The Pacific Telephone and Telegraph Company and adopted by this Area are ordered by the Plant Practice Supervisor's office from the area involved.

4.02 Field Forces

(a) Supervisors may obtain copies of sections for individual holders by ordering on (Form P-3056), "Order for Plant Practices" forwarded to the Plant Practice Supervisor.

(b) In cases where sections are not held by individual holders, supervisors may order on an emergency basis by calling the "Specification Girl" in their District Headquarters or by calling the Plant Practice Supervisor's office. Where time permits order as indicated in (a).

(c) Form P-3056 shall be prepared in triplicate. The original and the duplicate copy shall be forwarded directly to the Plant Practice Supervisor and the triplicate copy retained.

(d) The original shall be retained by the Plant Practice Supervisor. The duplicate copy shall be returned to the originator either as a transmittal slip for ordered practices or as a means of indicating the action taken regarding the order. The duplicate and triplicate copies shall then be destroyed.

4.03 Back Ordered or to be Revised Practices:

(a) When orders are received by the Plant Practice Supervisor for practices which are not available either because they are "back ordered" (BO) or are "to be revised" (TBR), form PF-1206-B shall be furnished in lieu of each requested item and forwarded to the originator of the order, and the Code (BO) or (TBR), as appropriate, shall be entered in the "Quantity Shipped" column.

(b) Form PF-1206-B shall show the date of the request and the practice number and shall be filed in lieu of the practice in the employee's binder to indicate the date on which the practice was ordered. When the practice is received, or a cancellation is shown on an advance distribution list, form PF-1206-B shall be removed from the binder and destroyed.

4.04 No Record of Bell System Practices:

(a) If orders are received by the Plant Practice Supervisor for practices that do not appear on the record as being currently in effect, the Code (NR) "No Record" shall be entered in the "Quantity Shipped" column opposite each item involved on form P-3056.

(b) When form P-3056 is returned to the originator and the Code (NR) is shown opposite a listing, the listing shall be checked for accuracy and completeness.

(c) If the listing is correct, the practice shall be reordered including any detailed information, such as subject matter, source of information, etc., which may be of assistance to the Plant Practice Supervisor in filling the order.

5. ANNOUNCEMENT

5.01 Upon receipt of the required number of copies of new and reissued sections for initial field distribution, announcement shall be made to the field forces on an Advance Distribution List.

(a) All lists are designated in numerical sequence until the "Checking List and Index" (G10.000.1, 20.000.1, etc.) are revised. At that time all previously issued lists are canceled and numbering starts with (1) again.

(b) The Advance Distribution List shall be filed in front of Section G10.000.1.

5.02 The sections announced in these Advance Distribution Lists are listed numerically with the issue, replacing issue, subject, and required distribution, designated in the adjacent columns.

(a) Minor changes or corrections to be made to existing sections are also listed in the Advance Distribution List.

(b) The list will announce the cancellation of existing sections.

(c) Change in distribution of existing sections.

6. NUMBERING SYSTEM AND USE

6.01 Bell System Practices, Outside Plant Construction and Maintenance, are divided into eight major divisions. Each major division is further subdivided into groups of subdivisions arranged, at present, as follows:

G10 GENERAL

G20 POLE LINES

G20.001-.999 - General

G21.001-.299 - Placing Poles and Stub Reinforcement

G21.301-.399 - Pole Line Inspection

G21.401-.499 - Pole Line Maintenance

- G21.501-.599 - Pole Removal
- G21.901-.999 - Marking Poles
- G22.001-.999 - Pole Attachments
- G23.001-.999 - Guying

G30 WIRE

- G30.001-.999 - General
- G31.001-.999 - Open Wire
- G32.001-.999 - Drop Wire
- G36.001-.999 - Buried Wire
- G38.001-.999 - Protectors

G40 UNDERGROUND CONDUIT CONSTRUCTION

- G40.001-.999 - Conduit and Manholes General
- G41.001-.999 - Main Conduit
- G42.001-.999 - Subsidiary Conduit
- G43.001-.999 - Manholes
- G44.001-.999 - Service Connections
- G45.001-.999 - Mortar and Concrete

G50 CABLE CONSTRUCTION AND MAINTENANCE, SPLICING AND TESTING (Final Plan)

- G50.001-.999 - Cable - General
- G51.001-.999 - Aerial Cable Suspension Strand
- G52.001-.999 - Aerial Cable
- G53.001-.999 - Block and House Cable
- G54.001-.999 - Not Assigned
- G55.001-.999 - Underground Cable
- G56.001-.999 - Buried Cable
- G57.001-.999 - Submarine Cable
- G58.001-.999 - Not Assigned
- G59.001-.999 - Coils and Cases

G60 TERMINALS

- G60.001-.999 - General
- G61.001-.999 - Placing Terminals
- G62.001-.999 - Not Assigned
- G63.001-.999 - Electrolysis
- G64.001-.999 - Repairing Terminals
- G65.001-.999 - Removing Terminals

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G70 SPLICING AND TESTING (Temporary Plan)

- G70.001-.999 - General
- G71.001-.999 - Splicing Operations
- G72.001-.999 - Cable Testing
- G73.001-.999 - Pressure Testing
- G74.001-.999 - Repairing

G80 TOOLS AND LABOR SAVING DEVICES (Sections are numbered on alphabetical basis.)

G90 CONSTRUCTION EQUIPMENT

- G91 - Vehicles (Operation and Field Maintenance)
- G92 - Derricks, Winches and Associated Equipment
- G93 - Trailers and Associated Equipment
- G94 - Earth Boring Machines
- G95 - Plows and Trenchers
- G96 - Generators, Blowers and Pumps
- G97 - Miscellaneous Construction Equipment (Alphabetical basis)

6.02 As indicated above the first two digits of the section number identify the section, in general, as applying to a certain type of plant. They are separated from the next three digits by a decimal point; these three digits, in so far as practicable, identify the section as applying to a certain kind of operation and to certain subjects as follows:

- .000 to .099 - General information
- .100 to .199 - Placing
- .200 to .299 - Testing
- .300 to .399 - Inspecting
- .400 to .499 - Repairing
- .500 to .599 - Removing
- .600 to .699 - Splicing information
- .700 to .799 - Pressure testing (new)
- .900 to .999 - Local Practices

Note: This information applies only to a limited extent in the G70 divisions which are under revision and will generally be assigned new numbers in the G50. divisions. It does not apply to the G10 and G80 divisions which have been set up on a different basis.

6.03 The major divisions of the "J" Series listed in the checking list and index for outside plant construction forces, are, at present, as follows:

- J2. General - Field matters
- J4. Motor Vehicle Operation and General Maintenance
- J5. Motor Vehicle Parts and Accessories
- J6. Construction Apparatus

Note: All information on construction equipment included in the above is being renumbered in the G90 Series as they are reissued.

7. DISTRIBUTION

7.01 The General Plant Manager has established the following codes for construction forces to facilitate distribution of practices to these holders.

- A Dist. Engs., Const. Supts., Supv. Engs., Const. Supvs.
- B Construction Foremen
- C Splicing and Shop Foremen, Chief Cable Testers
- D Foremen of Cablemen, Subway Inspection Group
- E Splicers
- F "A" Cutters

7.02 The initial supply of practices is distributed to the field forces through lines of organization by the Plant Practice Supervisor's office in accordance with the requirements shown on the master record forms.

7.03 Each Supervisor is responsible for the completeness and correctness of the handbooks in his group.

7.04 The immediate Supervisor of the holder returns through lines of organization to the General Plant Supervisor's office, any surplus copies of sections received for distribution.

7.05 Supervisors may obtain additional copies of sections for individual holders in accordance with Paragraph 4.02.

8. METHOD OF FILING

8.01 Bell System Practices, Series "G" and "J," are filed in handbooks which are issued to the field through the immediate Supervisors, by the division or district offices. Handbooks containing practices that apply to a particular craft are charged out to the holder for his use while working at the craft.

- (a) Sections shall be filed in numerical sequence in one or more handbooks depending on the number of sections involved.
- (b) The handbooks should be numbered in a manner permitting their expeditious use by holders.
- (c) WR Sheets shall be filed in front of the sections they supplement and in front of addenda, if any.
- (d) Addenda shall be filed in front of the sections they supplement. Appendices filed after the sections.

8.02 General Information

- (a) If, for any reason the holder is assigned to other duties, the books are to be turned in to his immediate supervisor.
- (b) All sections shown in the Advance Distribution Lists as canceled or replaced shall be removed from the books and destroyed.
- (c) All sections having cross reference in WR Sheets or addenda shall be marked, preferably in red, where indicated and deletions made at time of filing addenda.
- (d) All changes or corrections listed in the Advance Distribution Lists shall be made where indicated, with a reference to the List announcing them.