

BELL SYSTEM PRACTICES
Outside Plant Construction
and Maintenance

SECTION G21.320
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Standard

POLE LINES
INSPECTION FORMS AND RECORDS

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1. GENERAL

1.01 Following is a description of the forms and records which should be furnished the Inspector for use in making the inspection. There is also included a detailed description of the information to be filled in on these forms by the Inspector, and the methods of making the entries.

1.02 The description herein assumes a record of poles on the loose leaf Pole Record Forms E297 (or E297-A), recommended in the practice on Outside Plant Engineering Records.

2. RECORDS AND FORMS TO BE FURNISHED THE INSPECTOR

2.01 The Inspector should be furnished the following records and forms:

- (a) Suitable maps of the area to be inspected.
- (b) Blue prints of the pole records (Form E297 or E297-A) which have been posted to date, covering all the poles to be inspected.

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- (c) Supply of pole inspection Form E458 or E458-A. These two forms are the same except that E458 has 25 lines while E458-A has 27 lines. Form E458 is for use where the pole record is on Form E297, and Form E458-A is for use where the pole record is on Form E297-A.
- 2.02 The maps (Item a) are for the purpose of assisting in locating pole lines and efficiently routing the inspection work. They may consist of copies of the Outside Plant Map described and illustrated in the practice on Outside Plant Engineering Records. These copies may be photostat, Van Dyke, or blue-line prints of the original map.
- 2.03 The copy of the pole records (Item b) is to serve the following purposes:
- (a) As related to exchange poles, it assists the Inspector in locating the poles.
 - (b) Under certain circumstances the record of the year the pole was erected, which is shown on the pole record, is of value to the Inspector in determining whether or not a butt measurement is needed.
 - (c) It shows the length of each pole, which is an item of information employed in using the inspection tables.
 - (d) For toll pole lines and, in some cases, for exchange pole lines, it shows span lengths, which also enter into the use of the inspection tables.
 - (e) It provides the opportunity to secure a field check of the record itself incident to the inspection.
- 2.04 The inspection form (Item c) is for the use of the Inspector in recording the results of his inspection.

3. ASSEMBLY OF THE RECORDS AND FORMS, AND OUTLINE OF THEIR USE BY THE INSPECTOR

- 3.01 The maps, records, and forms should be carried by the Inspector in a binder. Either a double-hinged pinch-back type, or a ring type having two rings on seven inch centers, should be used. Both of these types are carried by various suppliers.
- 3.02 The map or maps should be arranged in the binder ahead of the records and forms.
- 3.03 The pole record forms E297 or E297-A and the corresponding pole inspection forms E458 or E458-A should generally be assembled in the binder so that one inspection form is associated with each pole record form. That is, with the binder open, the face of one pole record form and the face of the corresponding inspection form will be exposed. With this arrangement the horizontal lines of both forms will match.

NOTE: An alternative arrangement is described in Paragraph 3.06.

3.04 For each pole, the Inspector should record on the inspection form the telephone and foreign company attachments, the pole condition, and his recommendations for work to be done, if any, including:

- (a) Replacing, lowering, reinforcing, straightening or moving poles, guy stubs, and pole braces.
- (b) Replacing guys, anchors, or cross-arms.
- (c) Additional guying.
- (d) Caring for miscellaneous maintenance defects, such as broken insulators, loose ties, slack wires, defective rings, bad tree conditions, unsatisfactory electric light or power conditions, etc.
- (e) Any work required to make the construction and conditions at railroad crossings conform to the specifications relating to such crossings.

NOTE: The Inspector should forward a separate report covering any dangerous conditions requiring immediate attention, and note the same on the pole inspection form.

3.05 Where the arrangement is used of having each pole record sheet matched with an inspection form sheet, as described in Paragraph 3.03, each pole of the line should be entered on the inspection form. The entries on the inspection form for each pole should be made on the line corresponding to the line occupied by that pole on the record sheet. However, when the information to be entered for a given pole in the "Remarks" column exceeds the space available opposite that pole number, additional space in the "Remarks" column may be used. In occasional cases an over-run of this kind may also occur in other columns. In such cases, the information in the extra space should be referred to the proper line by a bracket or other such indication.

3.06 As an alternative to the matched arrangement described in Paragraphs 3.03 and 3.05, the inspection form may be used on a basis which does not match up the entries on the inspection form sheets with the corresponding lines on the record sheets.

3.07 Incident to the inspection, the Inspector should check the pole records, including a check of the diagram and of the details on the record such as the pole number, length, kind of timber, etc. Unless the span measurement shown on the record seems to be definitely in error, however, it should not be checked. Any corrections necessary should be entered on the record sheets, preferably in colored pencil.

4. DETAIL OF INFORMATION TO BE ENTERED ON POLE INSPECTION FORM

4.01 The following figure shows a pole inspection form filled in to illustrate its use.

WESTERN UNION

FORM 5525A
5-51

DATE 5-1-31 TABLE 36HC

SHEET 9 TOTAL SHEETS 15

REC.
SUSP.
FORM

INSPECTOR J. C. Smith

Johnson City
MUNICIPALITY OR TAX DISTRICT NO.
Johnson City
EXCHANGE

LINE 12

ESTIMATE _____

POLES 191-212

POLE NUMBER	ATTACHMENTS				POLE CONDITION	RECOMMENDATIONS				REMARKS
	INSPECTING CO.	OTHER CO'S	WU	WU		POLES & STUDS	ANCHORS AND GUYS			
212	32		3 2	6W 1X-arm	29	X	35B-UEC 35-5			
211	32		2			✓				Prune 2-M
210R	32		3 2			✓				
210L	32		3 2		40	✓				
209	32		3 2			✓				Prune 1-M, Rm 1-Tr.
208	36		4		29	X	35B-UEC 35-5	Add 10M AG.R	Rm 6M Tr G.R. Give AG 15' lead Pole leaning. Sign and key.	
207					39				2	
206						✓				
205					34	7				
204	1				39	✓				
203R	3	6M			34	34	4			Pl. 2 Sl. Guys
203L	3				34	38	✓			Pl. 2 Sl. Guys
202	3				34	31	X	40A-UEC	L	
201	2				33	31	X	35A-UEC 35-5		Rpl. P. 3' N. to clear dwy.
200	2				33	30	X	35A-UEC	RF BA	
199	1				33		✓			
198					32		✓			Prune 3-L
197					32		✓			
196	2	6M			33		✓			Rm 6MG to P.E. E.L.W cross over, clearance about 18"
Stub	1	10M			34		✓	Rpl. 10MG to A.L.		Pl. 40' P. and have E.L. Co. use jointly as a crossing pole
195	1				34		✓			
194					33	32	X	35B-UEC	RF BA	
193	1				34	32	X	35B-UEC 35-5		Rpl. 2-10MG to A.R.
192	2				34	33	X	35B-UEC 35-5	Add 16M AG.L	Give AG lead to fence.
191	36	2	4	6W 1X-arm	34	34	4			

4.02 Following is an explanation of such of the line and column headings on the pole inspection form as are not self-explanatory, and the information to be entered. The entries of this information are to be made by the Inspector except in the few cases where it is specifically stated in the following that the entries are to be made by the engineering office.

4.03 "DATE"—Self-explanatory.

4.04 "TABLE"—Enter the number of the inspection table or tables used for determining which poles fail to meet the minimum requirements. The particular table to be used depends upon the kind of timber, the class of the pole line, and the storm loading area in which it is located.

4.05 "INSPECTOR."

4.06 "ESTIMATE."

4.07 "MUNICIPALITY OR
TAX DISTRICT NO."

4.08 "EXCHANGE."

} Self-explanatory. The estimate number (Item 4.06) will commonly be filled in by the engineering office.

4.09 "SHEET"—Enter a serial number. The sheets used on each pole line inspected should be numbered from No. 1 up.

4.10 "TOTAL SHEETS"—Enter the number of sheets used for the pole line, after all the sheets for that line have been written.

4.11 "LINE"—Enter the name or other designation of the line. If the poles are located within city blocks or along city streets, and not identified as a line, there should be entered the block designation or some identifying street location information.

4.12 "POLES"—Show here a summarization of the pole numbers included on the sheet, provided the poles are numbered and that the poles included on the sheet have a number sequence which permits a summarization within the limits of this space.

4.13 "POLE NUMBER"—Enter the number of each pole included on the sheet. Where poles are designated by street addresses, the street address number of each pole will constitute the entry in the "POLE NUMBER" column, and will be shown therein, regardless of whether the numbers are actually stenciled on the poles or merely constitute their designation on the records.

4.14 "OPEN WIRE"—Enter the total number (if any) of the inspecting company's open wires attached to each pole.

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NOTE: In the light storm loading area there are two wire equivalents for open wire, viz., one for wire of size 109 and smaller, and one for wire of size larger than 109. For this area, on poles carrying wires of both equivalents, set down two numbers in this column instead of one, the upper one representing the number of wires of size 109 and smaller, and the lower one representing the number of wires of size larger than 109. For lines in this (light loading) area carrying only wires of size 109 or smaller, or carrying only wires larger than 109, make an entry at the top of the "Open Wire" column indicating which of the two gauge groups applies.

4.15 "Pr. W."—Enter the number (if any) of the inspecting company's paired wires or twisted pairs attached to each pole, other than drops from the pole to a house.

4.16 "CABLES"—Enter the number (if any) of the inspecting company's cables, by size classification, attached to each pole. The size should be indicated by the designation 6M, 10M, 16M, or 25M, depending upon whether the cable is of a size to have a specification requirement of a 6,000, 10,000, 16,000, or a 25,000 pound strand. This conforms to the classification required for figuring the "Equivalent Wire Load."

4.17 "Arms—Bkts."—In this column, the space opposite each pole is divided into halves by a horizontal line. Enter in the upper and lower halves respectively the number (if any) of the inspecting company's cross-arms and wooden brackets attached to each pole.

4.18 "OTHER CO'S."—Enter for each pole, the number and kind (and size where required) of those attachments of other companies which have a bearing in the determination of the equivalent wire load. If desired, the name of the other company or companies may be indicated, by the Inspector, in the column heading by means of suitable abbreviations.

NOTE: To conserve space, designate the size of electric light and power wires larger than #00 by their outside diameters, in inches.

4.19 In some cases it may be desirable that in advance of the inspection the engineering office provide the Inspector with information in regard to the attachments on poles known to be jointly used with other communication companies, in order to assist the Inspector in his subdivision of the wires as between the columns headed "Inspecting Co." and "Other Co's." respectively.

4.20 With respect to all of the attachments to be recorded in the columns discussed in Paragraphs 4.14 to 4.18, if the number or character of the attachments extending forward from a line pole differs from the number or character of the attachments extending backward, the entries made in the columns should include the attachments in the direction in which the load is heaviest. The same procedure applies with respect to a junction pole, i.e., list the attachments in the direction in which the load is heaviest. Drop wires (both telephone and electric) extending from the pole to buildings should be excluded from the count.

4.21 "EQUIV. WIRE LOAD-Tel.-Power"—Cross off either "Power" or "Tel." in the heading, depending on whether the equivalent wire loads indicated in the column spaces have been calculated on the basis of telephone wires, or on the basis of power wires. The equivalent wire load, determined as described in Section G21.310, should be entered for each pole, except, however, that this column may be left blank under the following circumstances:

- (a) A line in a heavy loading or medium storm loading area, which carries only telephone wires or similar communication wires on crossarms.
- (b) A line in a light storm loading area, which carries only telephone open wires, or similar communication open wires of size 109 and smaller.

As related to these circumstances (a) and (b) the inspection tables are so arranged that they may be used on a basis which utilizes the actual number of wires on the pole. Therefore, no entry is required in the "EQUIV. WIRE LOAD" column for such poles.

NOTE: Where there are sections of line in which the entries in any of the columns under the general heading "ATTACHMENTS" would be the same for a number of consecutive poles, the Inspector may find it convenient only to make actual numerical entries, in the columns concerned, for the first and last poles of such a section, and to indicate corresponding attachments on the intermediate poles by ditto marks or a wavy line. The same procedure may be applied to the "EQUIV. WIRE LOAD" column if the equivalent load be the same for a number of consecutive poles. If conditions such as this should extend over and beyond an entire inspection sheet the actual numerical entries should, however, be made for the first and last poles on the sheet.

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4.22 "CIRC."—Enter the circumference, in inches, of good wood in the butt of each pole on which butt measurements are made, i.e., the butt measurement at the point of maximum decay after all rot has been removed, minus any allowances for hollow heart or pockets.

4.23 "LIFE"—This column is for use as follows:

- (a) Enter a cross (x) mark opposite each pole which is below the minimum requirement, and therefore requires attention.
- (b) For the remaining poles which are entered on the inspection sheets make one of the two following entries, as appropriate:
 1. A check mark if the pole is obviously good, and no butt measurement made, or if a butt measurement is made and shows so wide a margin above the minimum requirement that any estimated figure as to life would be so high as to be very indefinite, i.e., a period several times as long as the scheduled interval between regular inspections.
 2. An estimate of the remaining life, in terms of years, opposite each pole which, although above the minimum requirement at present, has a narrow enough margin to permit of a reasonably definite estimate of the remaining life. This estimate is especially desirable in cases where there might be a question as to whether or not the pole will go below the minimum requirement before the next scheduled inspection.

4.24 "EXISTING—PROPOSED"—In this column, the space opposite each pole is divided into halves by a horizontal line.

- (a) In the lower half of this space there should be entered, opposite each pole which the Inspector recommends be replaced, the length and class of the new pole to be used. The Inspector should make the decision as to the required length of the new pole so as to secure the benefit of his field survey. If it is planned to change materially the construction on pole lines, as for example placing additional cross-arms of wire or replacing open wire by cable, the Inspector should be furnished this information in advance of his inspection, so that he may take it into consideration in determining the pole lengths required. The portion of the entry relating to the class of pole should either be made by the plant engineering office, or that office should predetermine the class of pole to be used and furnish this information to the Inspector in order that he may include the class in his entry.

(b) The upper half of this space is for use in case prints of the inspection forms are to be used by the Construction Department field forces as the working plans for doing the pole replacement work determined by the inspection. In such cases, this space should be filled in by either the plant engineering office or the Inspector (for each pole to be replaced) with the present pole height, timber, and whether treated or untreated (the latter being also inclusive of those having only brush or spray treatment), as indicated on the E297 (or E297-A) pole records. To insure against misinterpretation by the construction field forces, these entries in the upper space may have a line drawn through them, indicating that they relate to the pole to be displaced. These entries are for purposes indicated in Paragraph 6.04.

NOTE 1. Where it is required, the details concerning the pole to be removed may also include indication of its class.

NOTE 2. For the purpose of indicating whether the present pole to be removed had been originally treated or untreated the following designations should be used:

T—Treated. Applies to poles treated by the open or closed tank method.

U—Untreated. Applies to untreated poles, or poles which were given only brush or spray treatment.

4.25 "Rf.—L."—Make entry for each pole which should be reinforced or lowered (cutoff and reset). Codes for this purpose are listed in Paragraphs 5.04 and 5.05.

4.26 "Rpl. Arms—Bkts."—The space opposite each pole is divided into halves by a horizontal line. Enter in the upper and lower halves respectively the number of cross-arms and wooden brackets, if any, requiring replacement.

4.27 "ANCHORS AND GUYS"—Enter the number, type, size, and direction of guys and anchors required, including additions and replacements. The supplementary detail required, such as the location and lead of anchors, should be entered in the "REMARKS" column. Abbreviations and codes illustrating the methods of making the entries in the "Anchors and Guys" column are shown in Paragraphs 5.13 to 5.17 inclusive. In the case of additional guying, right-of-way permits may be required, and if so any field information required, including any sketches necessary, should be secured and furnished by the Inspector.

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4.28 "REMARKS"—Enter any other pertinent information or recommendations not covered by the entries in the preceding columns. This would include any miscellaneous defects not provided for by the other columns.

5. ABBREVIATIONS AND CODES FOR USE ON POLE INSPECTION FORM

5.01 Following is a list of abbreviations and codes for use in filling in the Pole Inspection Form, in order to save time in writing and to conserve space on the form.

5.02 Part of the abbreviations and codes are first listed under various subject headings, without regard to alphabetical arrangement. Following this arrangement by subjects, there are then listed, alphabetically, a number of miscellaneous abbreviations and codes not included under the subject headings.

Sizes of Cables

5.03 For indicating the size of cables in the "CABLES" column on the Pole Inspection Form:

6M	} To indicate cables of sizes requiring 6,000, 10,000, 16,000, and 25,000 pound strand, respectively.
10M	
16M	
25M	

Pole Reinforcement

5.04 To specify that a pole is to be reinforced, or lowered (i.e., cut off and reset) enter the abbreviations "Rf." or "L" respectively in the "Rf-L." column, opposite the pole in question.

5.05 Where the Inspector specifies the particular type of reinforcement, this should be done by the addition of a suffix to the abbreviation Rf, making the complete codes as illustrated in the following:

Rf1 or $\frac{Rf}{1}$ —Reinforcement, Type 1

Rf-1A or $\frac{Rf}{1A}$ —Reinforcement, Type 1A

Rf-B or $\frac{Rf}{B}$ —Reinforcement, Type B

And similarly for the various other types of reinforcement.

Tree Pruning

5.06 The symbols for use in the "REMARKS" column to indicate the number of trees to be pruned, and degree of pruning required, are as follows:

First, the word "Prune."

Second, a figure, such as 1, 2, 3, etc., to indicate the number of trees to be pruned.

Third, a hyphen following the figure.

Fourth, one of the following codes:

L	to indicate light pruning
M	" " medium "
H	" " heavy "

The complete symbol would be, for example:

Prune 2-M—Indicates two trees to have medium pruning.

Trees to be removed should be indicated as follows:

Rm 1 Tr.—Indicates one tree to be removed.

Poles, Stubs and Fixtures

5.07 The symbols for poles, stubs, and fixtures are as follows:

P Pole. This abbreviation to be used when followed by a pole number, or where context will make meaning plain. Otherwise, use full word "POLE."

S Stub.

A Fx "A" fixture.

H Fx Standard H fixture across line.

HL Fx Standard H fixture along line.

B Fx Bridge fixture.

Directions

5.08 Use the standard abbreviations, viz., N, S, E, W, NE, NW, SE, SW.

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Streets and Highways

5.09 The symbols for the various traveled ways are as follows:

St	Street	Use this abbreviation as the general description of city streets, avenues, boulevards, etc., except where a more specific term is required. The proper specific term is, of course, required when giving names of avenues, boulevards, etc., or when giving house addresses thereon.
Rd	Road	Use this abbreviation as the general description of a rural highway, except where a more specific term is required.
Av	Avenue	
Blvd	Boulevard	
Dvwy	Driveway	

Guying and Bracing

5.10 Symbols for use in connection with guying and bracing are as follows:

G	Guy	The size, 2.2M, 6M, 10M, 16M, or 25M, may be substituted in place of this symbol when specifying additional guys, or shown as supplementary information to indicate the size of the new strand on replacements.
A	Anchor	} Where size of anchor or guy is to be specified, the size should be prefixed.
AG	Anchor & guy	
DA	Anchor equipped with double thimble guy rod.	
Tr	Tree	
Tr G	Tree guy	
RB	Rock guy bolt	
RB G	Rock bolt and guy	

2.2M
6M
10M
16M
25M

} Indicate size of guy strand

R	Right	} to indicate direction of present or proposed guy or brace from a pole or stub. The direction should be determined by standing in pole lead and facing the direction in which the pole numbers increase.
L	Left	
F	Forward	
B	Backward	
PB	Push Brace	} The abbreviations for the other directions may be used similarly.
PB R	Push Brace, right side	
PPB	Push and pull brace	
PPB R	Push and pull brace, right side	
Gr B	Ground brace	
Log Gr B	Log type ground brace	
Plk Gr B	Plank type ground brace	
Con Gr B	Concrete type ground brace	

5.11 Guying and bracing will be understood to relate to the line pole or stub opposite which the symbols are written.

5.12 Following, in Paragraphs 5.13 to 5.17 inclusive, are illustrations of the manner in which the preceding guying codes, and other general codes listed elsewhere herein, should be combined to cover the various conditions in specifying additions or replacements in the "ANCHORS AND GUYS" column.

5.13 Pole or Stub to Anchor Guying.

Add 10M AG.F	Add a 10M anchor and guy forward.
Add 6M G to A.R	Add a 6M guy to existing anchor at right-hand side of pole or stub.
Add 2-6M G DA.F	Add 2-6M guys and an anchor equipped with a double thimble guy rod, forward.
Rpl 10M AG.R	Replace 10M anchor and guy at right-hand side of pole or stub.

5.14 Pole to Pole Guying.

Add 6M G to P.F	Add a 6M guy to pole, forward.
Rpl. 10M G to P.B	Replace existing 10M guy to pole, backward.

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5.15 Pole or Stub to Tree, and Pole or Stub to Rock Bolt Guying.

Add 2-6M Tr G.R Add two 6M guys to tree, right-hand side.

Rpl 10M RB G.L Replace 10M rock bolt and guy, left-hand side.

Add 6M G to RB.R Add 6M guy to existing rock bolt, right-hand side.

5.16 Pole to Stub Guying.

Add 6M G to S.L Add 6M guy to existing stub, left-hand side.

Rpl 6M G to S.L Replace 6M guy to existing stub, left-hand side.

5.17 Push Braces and Push and Pull Braces. Use the symbols previously listed therefor, preceded by "Add" or "Rpl" when necessary to specify additions or replacements.

5.18 Entries to be made in the "REMARKS" column for the purpose of supplementing those made in the "ANCHORS AND GUYS" column would include details relating to the location of guys or anchors to be placed, for example:

Pl. AG 5' N of old AG Place the new anchor and guy 5 feet north of the present anchor and guy.

Give AG 15' lead Give new anchor and guy a lead of 15 feet.

Pole Classes

5.19 Pole classes are indicated either by letter or numeral designations as follows:

AAA, AA, AB, C, D, E, Letter designations
F, and G

1 to 10 inclusive Numeral designations

Other Co's. Attachments

5.20 Following are abbreviations and codes for designating the attachments to be shown in the "OTHER CO'S." column:

S. DP Electric service drop from a pole to a house.

Tf Transformer. The size of the transformer should be shown by prefixing the transformer abbreviation with a numeral indicating its K.V.A. rating, e.g., 50 Tf indicates a 50 K.V.A. transformer.

3-1/2" E.L.W. Three electric supply line wires, each having an outside diameter of 1/2".

1-2" T1.F One trolley feeder, the outside diameter of which is 2". This, and the designation immediately preceding, illustrate the method of indicating the number, and size of electric supply line wires and trolley feeders. The size should be indicated, except for wire #00 or smaller, by a dimension representing the outside diameter of the wire (including insulation, if any) in inches. These dimensions, observed with reasonable care by the Inspector from the ground, will be sufficiently accurate to allow their use in determining the equivalent wire load.

T1.W Trolley contact wire. The number of contact wires should be indicated by a numeral prefixing the abbreviation, e.g., 2-T1.W indicates two trolley contact wires.

5.21 The method of supporting the trolley contact wires shown in the "OTHER CO'S." column should be indicated in the "REMARKS" column by one of the following symbols:



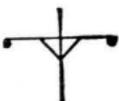
Suspension wire extending transversely between two pole lines and supporting one trolley contact wire.



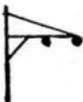
Suspension wire extending transversely between two pole lines and supporting two trolley contact wires.



Bracket and one trolley contact wire on one side of pole line.



Brackets and two trolley contact wires, one on each side of pole line.



Bracket and two trolley contact wires over tracks on same side of pole line.

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NOTE: Where there are sections of line in which an entry in the "REMARKS" column relating to the method of supporting a trolley wire or wires would be the same for a number of consecutive poles, the Inspector may find it convenient to make actual entries only for the first and last poles of such a section, and to indicate a corresponding condition on the intermediate poles by ditto marks or a wavy line. The actual entries should, however, be made for the first and last poles on each sheet.

Other Abbreviations and Codes Listed Alphabetically

5.22 Following, arranged in alphabetical order, are a number of miscellaneous abbreviations and codes which have not been listed under subject headings in the preceding paragraphs:

Aer	Aerial	RB	Rotted butt
Attch	Attachment	Rm	Remove
Bk	Broken	Rpl	Replace
Bkt	Bracket	RR	Railroad
Ca	Cable	RRX	Railroad Crossing
Ckt	Circuit	R/W	Right of Way
Clear	Clearance	Sec	Secondary
Cor	Corner	Stghn	Straighten
E.L.W.	Electric Supply Line	T	Treated (applies to poles treated by the open or closed tank method prior to setting)
	Wire		
HH	Hollow heart		
HT	High tension		
Jct	Junction		
LT	Low tension	Tie 1 W	Re-tie wires which are loose from insulators
Mv	Move	Tie 2 W,	
OW	Open wire	etc.	
Pl Sl	Pull up slack guy	Transf	Transfer
	Guy	U	Untreated (applies to poles which, prior to setting, either had no treatment or were given only brush or spray treatment)
Pl Sl	Pull up slack line		
	Wires wires		
Pr	Pair		
Pr. W	Paired wire (includes twisted pair)		
Pri	Primary		
PT	Punk timber	US	Undersize
Pv. Prop	Private property	UG	Underground
		WPH	Woodpecker holes
		WU	Western Union

6. USE OF INSPECTION SHEETS AND RELATED FORMS FOLLOWING THE INSPECTION

6.01 The pole record prints and original inspection forms should be forwarded by the Inspector to the Plant Engineers. The latter should review the Inspector's recommendations.

6.02 Following this review and any revisions by the engineers, either blue-prints of the inspection forms, or copies of summary sheets containing a draw-off of the work to be done should be forwarded to the Construction Department and used by the field forces as the working plans in doing the pole replacement and other work determined by the inspection. A condition favoring the use of summary sheets would be where the inspection sheets have been filled in with entries for each pole (see Paragraph 3.05), and the amount of work to be done is scattered. In such cases, the summarization would materially reduce the number of sheets furnished the Construction Department. Also, selected items of work to be done in advance of the remaining work, as for instance the correction of dangerous conditions, would generally be covered by draw-off sheets.

6.03 In some cases it will be desirable that, in addition to the inspection form prints or summary sheets, there also be given to the Construction field forces a print of the E297 (or E297-A) pole record, in order that the diagram on this pole record may assist in locating the poles. This should be particularly helpful in cases where the poles are not stenciled.

6.04 In order (1) to promote accuracy in reporting the details required as to the poles displaced, and (2) to assist in the routines as between the Plant Engineers and the Plant Accountant with respect to mortality data, it is desirable:

- (a) That the Construction Department field forces who do the pole replacement work resulting from the inspection be provided, for the poles to be displaced, with such information as may be required. This consists of the pole length and timber, and whether treated or untreated. For this purpose poles which have been only brush or spray treated should be considered as untreated. The information may also include the class of the pole. This information should correspond with the record statement of these details on the E297 (or E297-A) pole records.

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(b) That the field forces report to the Engineers any cases where the information with respect to these details of the present poles, as determined during the actual recovery of the poles, differs from the Engineers' record statement of these details. For example, differences between pole lengths measured at the time of recovery and the record statement of their lengths should be reported where these differences are such as to warrant recognition.

6.05 This may be accomplished as follows:

(a) In those cases where the Construction Department field forces work from draw-off sheets, as distinguished from the inspection sheets themselves (see Par. 6.02), these draw-off sheets should be so designed and filled in that when turned over to the field forces they contain, for all the poles which are to be replaced, all the information (stated in Paragraph 6.04-a) that is required. This information should correspond to the record statement of these details on the E297 or E297-A pole records. In those cases where this information differs from that reported by the Construction forces on the recovery forms, the Construction forces should enter on the draw-off sheets the same information with respect to these details which they are also reporting on the recovery forms. These entries on the draw-off sheets should be in a column or columns to be provided for this purpose.

(b) In those cases where the Construction forces work from the inspection sheets, instead of from draw-off sheets, the inspection sheets should include entries showing all the required information stated in Paragraph 6.04 (a) for the poles to be replaced, taken from the E297 (or E297-A) pole records, as provided in Paragraph 4.24 (b). In those cases where this information differs from that reported by the Construction forces on the recovery forms, the Construction forces should enter on the inspection sheets the same information with respect to those details which they are also reporting on the recovery forms to the Plant Accountant. These corrected entries should be made on the inspection sheets in a space near the original entry, and the association with it should be indicated by suitable markings. The use of a colored pencil for these corrected entries is desirable.

6.06 On completion of the pole work, the pole records should be corrected from the completion reports in the usual manner. Any errors in the pole records found by the Inspector should, of course, be corrected.