

CABLE SPLICING - GENERAL

TRANSFERS

NOTES CONCERNING THIS ADDENDUM

This addendum supplements Section G50.666.1 and is being issued to cover local instruction relative to the preparation of cable transfer forms and the handling of trouble encountered in making cable transfers. It also outlines the responsibility of the various departments involved in this work.

The cross-reference "See Addendum" should be written in Section G50.666.1 at Parts 1 and 2.

1. PREPARATION OF CABLE TRANSFER

All departments (ordinarily the construction department) requiring the preparation of transfers involving central office work will notify the assignment department by means of Form P-740, Ready for Work Notice, sufficiently in advance of the field work to enable the assigner to prepare cut sheets and arrange for the completion of central office work. When desired, the construction supervisor will notify the assignment office supervisor verbally of work that is ready for the preparation of cut sheets. Such verbal notice will, however, be immediately confirmed with Form P-740, showing the date of verbal notice. Under ordinary circumstances, notice should be given ten days in advance of the expected starting date.

The following procedure will be observed in the preparation and distribution of all A-cuts requiring central office frame work.

The cut sheet will show a due date indicating the expected starting date of the field work. Following the last entry on the last sheet of a cut, the coordinator, who is the assignment office employee preparing the cut, will enter the notation, "Report Completion of Preliminary Frame Work to (name of employee), (telephone number), on or before (date)."

In general, the date entered should be five days prior to the expected starting date of the field work. In some instances, however, it may be necessary to assign a frame work due date which is more or less than five days prior to the field work starting date in order to allow the frame forces sufficient time in which to do the work. The coordinator will use his judgment in this matter.

If it is determined that the frame work cannot be completed in sufficient time to start the field work on the specified due date, the coordinator will advise the field forces in advance of the due date.

2. RESPONSIBILITY

Immediately following the first of each month, the District Construction Superintendent in Charge of Splicing will forward to the Division Plant Supervisor of each division a notice showing, by central offices, the number of "M" (Splicing) Man Hours that the Construction Department plans to use on specific estimates by months for a six-month period. From these notices, an indication of the relative work load by offices and by months is available, thereby enabling readjustments to be made of the assignment, frame and test desk forces to handle the work load adequately and without undue delay to the construction forces.

The assignment office employee delegated to the preparation of the A-cut will assume the responsibility of "Coordinator," in connection with the completion of preliminary frame work in all offices involved. His name will appear on the last page of the cut sheets, and he will be the point of contact for the construction department field forces regarding the details on the cut before it is actually started, after which the responsibility transfers to the deskman.

It will also be the responsibility of the Assignment Department to furnish the splicer with linen test boards which have the old count printed on one side and the new count stamped on the other side.

The wire chief will be responsible for completing the frame work and for removing the heat coils from the new pairs at the time the half-taps are cross-connected. When the preliminary frame work is completed, all half-taps will be tested for continuity and reverses and any omissions or discrepancies corrected. After which the work will be O.K.'d. to the coordinator as called for on the last page of the cut sheets.

The frameman will open battery pairs or handle any other work involving the cross-connecting wiring or soldering when requested to do so by the splicer's helper.

The splicer's helper will be responsible for placing heat coils in new pairs and for removing the coils from the old pairs as directed by the splicer.

When pay stations are working on pairs involved in a cable transfer, the splicer shall not be required to visit the station for test.

The splicer is required to inform the deskman in advance of cutting a circuit for which there is a notation on the cut sheets regarding special service. Pairs used for important service lines will be encircled in red on the linen testboards. All special circuits and important lines will be indicated on the cut sheets by the kind of circuit entered in the column "Service CKT. No." and by the notation, when required, "Closed Circuit, Call (telephone number) before Cutting," placed on the next line below. It will be the responsibility of the deskman to call the telephone number listed on the cut sheets in connection with special service and notify the subscriber that the circuit is to be cut.

3. DEFECTIVE PAIRS

All defective pairs in the old and new counts, or cables, will be so designated on Form P-2010, showing the "Case" number and the nature of the trouble.

At the time of preparing the cable transfer, Form PF-475, Report of Defective Pairs in Transfers, will be prepared as follows:

Each defective pair in the old complement as shown on the cable records, together with the "Case" number and the nature of the trouble, will be listed under the caption "Old." Likewise, each defective pair in the new complement as shown on the cable records, together with the "Case" number and the nature of the trouble, will be listed under the caption "New." Terminals which are being transferred and which contain defective binding posts will be listed on Form PF-475, together with the numbers of the bind-

ing posts involved. These entries will not be made on the cut sheets. In such cases, the terminal address will be entered in the "Remarks" column of Form PF-475, followed by the defective binding post numbers. Two copies of Form PF-475 will be forwarded to the cable tester or deskman, irrespective of whether or not defective pairs are shown on the cable records.

In exchanges where the local test desks are equipped with facilities for cable testing, or where centralized cable testing is in effect, the following procedure shall take place prior to the issuance of a final O.K. by the deskman.

Upon completion of the transfer, the splicer or lineman shall call the cable tester and advise him if the pairs listed as defective have been transferred to the other complement, remained in their original complement, or have cleared out; and if any defective pairs have been found in either the old or the new complement not listed on Form PF-475. When case numbers have not been previously assigned, the splicer or lineman shall assist in making a location test provided it can be made without visiting other locations or terminals. The cable tester will assign a case number to each defective pair and add it to those listed on Form PF-475.

4. TESTING LISTS

When Estimate or Routine Order work involves replacement or relocation of terminals, extension or rearrangements of open wire, replacements of portions of cable, etc., cuts will be requested by the construction department in advance of field work. These cuts will be known as test lists and will cover all stations involved. They will be forwarded within two days from the time requested. Pair and circuit changes may be included if the work to be done does not involve another location or visits to subscribers' premises. Such lists will be prepared promptly, using Form P-2011 and/or Form P-2012, and forwarded in the regular manner except that, where no frame work is required, no frame copy will be prepared. When no change in pairs is made, entries in the column "Subscriber's Address" may be omitted and "Same" written across all columns under the "To" portion of the form. When pair or lug number changes are involved, the cut shall be prepared in the same manner as a reconcentration cut.

When cross-connecting boxes are to be eliminated and no change in feeder count or cable is involved, a test list will be prepared immediately following the issuance of the line transfer covering all stations in-

involved, on Form P-2010, which will be forwarded in the same manner as a cable transfer except that no frame copy is required. The spaces "GR" and "TERM" will not be filled out as all frame work will be done on the line transfer. Such test lists will have a note written across the face of the office copies, "Not for record purposes - See A. _____ for records." The work on these test lists shall be started by the construction department within three days of the completion of the line transfer.

5. HOUSE CABLE REARRANGEMENTS

When house cables or other isolated cables are involved in cable transfers or rearrangements, it will be the responsibility of the plant service department to determine the house cable pairs or other isolated cable pairs on which lines are working and the transfer forms will show these pairs in addition to other required data.