BELL SYSTEM PRACTICES
Outside Plant Construction and Maintenance

SECTION G97.515.1
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AT&T Co Standard

ORDERING REPAIR PARTS

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1. GENERAL

1.01 This practice covers the procedure for identifying and ordering repair and replacement parts for motor vehicles and construction apparatus.

1.02 To obtain prompt delivery on parts accurate and complete information must be supplied on each repair part order. Complete information means that in addition to the proper name and part number, it is also necessary to furnish information on the make, model or type, year of manufacture, and serial number of the unit of equipment on which the part is to be used. When in doubt as to the information which should be furnished on a repair part order, remember that it is better to furnish too much information than too little.

1.03 Parts must be ordered by their correct name and part number. If a part number is not available, or if the correct name is not known, identify the part by an accurate description. When describing a part it is often desirable to give a brief explanation of its function in the mechanism and to describe its operation as well as to describe its important physical features.

1.04 For the purpose of ordering parts, motor vehicles and construction apparatus may be divided into three classes as follows:

(a) Commercial Equipment

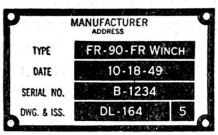
(b) Bell System Designed Equipment

(c) Semicommercial Equipment

These three classes are treated separately in Parts 3, 4 and 5, of this practice.

2. NAME-PLATE DATA

2.01 The name-plates on commercial equipment vary considerably in type, size and information. The name-plates on Bell System designed equipment follow a standard pattern and are similar to the one shown below.



2.02 The information on the name-plates of Bell System designed equipment establishes five facts, as indicated below, concerning the piece of equipment, all of which are essential information required on repair part orders.

(a) The manufacturer's name and address is shown at the top of the name-plate.

(b) Opposite "Type" is shown the model or type number and the name of the equipment.

(c) Opposite "Date" is shown the date of manufacture.

(d) Opposite "Serial No." is shown the manufacturer's serial number.

(e) Opposite "Dwg & Issue" is shown the AT&TCo drawing number and the issue number of the drawing which covers the manufacturing specifications for the equipment. The drawing number will usually be a "DL" (Drawing List) number which identifies a particular set of drawings or specifications.

2.03 Name-plates on commercial equipment usually contain information similar to that on name-plates for Bell System designed equipment except that drawing or specifica-

tion numbers are rarely shown. However, the information given on commercial name-plates usually is sufficient to properly identify the equipment on which the part is to be used.

3. PARTS FOR COMMERCIAL EQUIPMENT

3.01 Parts for commercial equipment are generally available from the manufacturers through their service branches or dealers. Typical parts in this class are: axles, wheels, fenders, carburetors, signal lights, heaters, etc., for trucks and passenger cars; or valves, bearings, carburetors, etc., for small engines; or gears, belts, fittings, etc., for other machinery.

3.02 For equipment in this class refer to the manufacturer's catalogue or parts list book for the proper part name, number and other descriptive information. Some parts such as bearings, oil seals, etc., may have the manufacturer's name and code number stamped on the part, in which case it is important to furnish this information on the order. With some exceptions, it will also be necessary to specify on the order, the make, model or type, and serial number of the piece of equipment on which the part is to be used.

4. PARTS FOR BELL SYSTEM DESIGNED EQUIPMENT

4.01 The part names for most of the equipment in this class can be found in the Bell System Practices and AT&TCo Descriptions covering the piece of apparatus on which the part is used. For some part names it may be necessary to refer to AT&TCo assembly and parts list drawings, in which case the drawing number for the part should also be furnished on the order.

4.02 The information on the name-plate of the equipment on which the part is to be used must also be furnished on the order. Proper identification of some repair parts, such as winch drive chains which are a part of the winch installation rather than the winch itself, makes it necessary to furnish the information both on the winch name-plate and on the winch installation name-plate.

5. PARTS FOR SEMICOMMERCIAL EQUIPMENT

5.01 Semicommercial equipment includes commercial equipment modified according to AT&TCo drawings and Bell System designed equipment which has incorporated in it units or subassemblies of commercial equipment.

5.02 Parts for equipment in this class may be standard parts of commercial equipment, special parts of commercial equipment, modified commercial parts (modified accord-

ing to AT&TCo drawings) or Bell System designed parts (manufactured according to AT&TCo drawings). Typical examples of equipment and parts in this class are shown below:

	Commercial Parts			
Equipment	Standard	Special	Modified	Bell System Designed Parts
PE Digger	Engine Carburetor	Centrifugal Clutch	Worm (in digger transmission)	Throttle Control Parts, Auger Blade, Anchor Adapter
MW-128 Truck	Engine Carburetor	No-Spin Differential	Propeller Shafts	Winch and Body Parts

5.03 The standard and special commercial parts for this class of equipment should be ordered as described in Part 3 of this practice.

5.04 The modified commercial parts and Bell System designed parts should be ordered as described in Part 4 of this practice. When ordering this type of part for a construction truck it is often necessary to furnish the information on the winch installation name-plate as well as the information from the name-plate on the unit of equipment on which the part is to be used. For example, when ordering a modified propeller shaft, it is necessary to furnish the information on the winch installation name-plate as well as the information on the power take-off name-plate.

6. WORDING OF ORDERS

6.01 On repair part orders it is essential that the following information be furnished for each item on the order:

(a) Quantity desired.

(b) Name and part number or description of part desired.

(c) Identification of the equipment on which the part is to be used.

6.02 The quantity desired should be specified by a numeral and a unit designation such as each, pair, set, etc.

6.03 The name of the desired part should be written in a "complete inversion" form and followed by the part number or description of the part. "Complete inversion" means that for part names of two or more words the principal noun or key word is listed first with the other words following in reverse order, and separated by commas.

6.04 Following the name and part number or description should be the word "for" and then all the information necessary to properly identify the equipment on which the part

is to be used. In general this information can be obtained from the name-plate or plates on the equipment.

6.05 Several examples of correct wording for repair part orders are shown below. The "remarks" column is not part of the order, and is shown below for explanatory reasons.

Quantity	Unit	Item	Remarks
3	ea.	Pin, Connecting, L, 1" x 2-1/2"	(No equipment identification required)
1	ea.	Nut, brake, worm for winch worm brake (part of winch drive housing) shown on Page 18, B.S.P. J1.392 on (give name of manufacturer), FR86FR winch, 10-18-49, Serial No. B1234, DL 164, Issue 5.	(Taken from winch name-plate)
1	ea.	Leg, side (right or left) for MA-40 derrick (give name of manufacturer), MA-40 derrick, 2-10-49, Serial No. AB456, DL 124, Issue 4.	(Taken from derrick name-plate)
1	ea.	Leg, middle, lower section, stamped "MW-128", for MA-40 derrick (give name of manufacturer), MA-40 derrick 3-1-47, Serial No. 675843, DL 124, Issue 6.	(Taken from derrick name-plate)
1	ea.	Spring, rack shaft, EA-2447, for (name of manufacturer) HD earth boring machine, Serial No. 119543.	(Part number taken from manufacturer's catalogue)