

PLAN FOR SYSTEM ISSUED PRACTICES

1. GENERAL

1.01 This section covers the plan for System issued "Bell System Practices - Buildings."

1.02 This section is reissued to omit the definition for the rating "Provisional Standard" as this rating has been discontinued, to modify the definition for "Provisional," and to cover placing "AT&TCo" with each rating; to omit the use of yellow paper for "Provisional" sections, and to add the information covered in Part 5, "INDICATIONS OF CHANGES."

2. ISSUE NUMBERS AND RATINGS

2.01 Each section is assigned an issue number starting with 1. The issue number is raised each time the section is reissued and it is understood that the higher numbered issue replaces any lower numbered issue.

2.02 Associated with the issue number of each section, one of the following ratings is given: "AT&TCo Standard," "AT&TCo Provisional."

2.03 The rating "AT&TCo Standard" is employed on sections which have been fully approved for general use. These sections are forwarded to all Bell Operating Companies.

2.04 The rating "AT&TCo Provisional" is employed on sections which have not been fully approved because of insufficient experience, or which are intended for specific trial in one or more locations. They may have general or limited distribution depending upon the field of use.

3. ADDENDA

3.01 Addenda are used to supplement "Bell System Practices - Buildings" when the reissuance of the section may not be desirable at the time the changed information is required.

3.02 Addenda, in general, cover the following types of information:

- (a) Important additions and improvements in the practices.
- (b) Requirements or methods for new apparatus, equipment or systems.
- (c) Important corrections in existing practices.

3.03 An addendum is issued only when there is an urgent need in the field for information normally covered in the Bell System Practices and when the section which it modifies is sufficiently up to date and of such size that a revision is not warranted at the time. The addendum should be inserted in the binder in front of the related section.

3.04 When the information is to be further changed on a section having an addendum, the addendum may be reissued but the information contained in the earlier issue is then included in the new issue so that the section will have but one associated addendum at a time.

3.05 Each addendum carries its own issue number starting with Issue 1 and this therefore may not correspond with the issue number of the section. However, each addendum indicates in the text the issue number of the section with which it is associated, and in the case of a reissued addendum it also indicates that the previous issue of the addendum is replaced. When the section proper is reissued, addenda begin again with Issue 1.

3.06 Addenda are given ratings the same as for sections but an addendum does not necessarily have the same rating as the section which it modifies.

3.07 "Standard" addenda are forwarded to all Bell Operating Companies. "Provisional" addenda may have general or limited distribution depending upon the field of use.

4. SIZE, BINDING AND COLOR

4.01 Sections of "Bell System Practices - Buildings" are furnished in size 8-3/8 x 10-7/8 inches. The binding edge is suitably punched to facilitate placing in the approved binders available for this purpose.

4.02 White paper is used for all sections; pink paper is used for all addenda.

5. DISTRIBUTION AND REPLACEMENT

5.01 It is important that the latest issues of sections be used in every case and to facilitate this purpose, checking lists are issued from time to time in order to facilitate the replacement of obsolete sections and to indicate the latest issues of current sections

↗ (except that Provisional sections are not ordinarily listed unless they are given general distribution).

5.02 "Standard" System issued sections and addenda are stocked by the Western Electric Company. "Provisional" sections and addenda are ordinarily not stocked unless they are given general distribution, although there may be exceptions to this as indicated when the ↗ material is issued. The plan for ordering, distributing, and handling the practices in the Bell Operating Company may vary somewhat for each Company and will be administered locally.

↗ 5.03 On orders for sections having associated "Standard" addenda, or "Provisional" addenda which are stocked by the Western Electric ↘

↗ Company, the addenda will be supplied without being specifically ordered.

6. INDICATIONS OF CHANGES

6.01 Changed and added portions of sections and addenda will, when advantageous, be indicated by marginal arrows as shown in this section. The arrows will be placed in the margin opposite the binding edge.

6.02 Changes will be indicated only if the essential meaning is modified, and not for cases where wording only has been revised ↗ or the meaning is only slightly changed.