

JOB SPECIFICATION - APPENDIX

CONTENTS

- | | |
|--|----------------------------|
| 1. SCOPE | 3. CLASS OF APPENDIX |
| 2. PURPOSE AND COMPOSITION OF APPENDIX | 4. PREPARATION OF APPENDIX |

1. SCOPE

→ 1.1 This instruction describes the composition of and information included in appendices to job specifications for Product Orientated Information System (POIS), and Regional Merchandise and Service (RMS) and Native Mode Specification Processing System (NMSPS).

2. PURPOSE AND COMPOSITION OF APPENDIX

2.1 Appendices to job specifications will be originated in order to change, add to, or remove from the original specification once they have been issued.

2.11 Appendices, in general, will be composed of two major sections, the "A" Section and the "B" Section. For bulk and formed cable specifications the appendix may contain a "C" Section.

(a) If changes are required in only one section, an appendix to only the affected section will be issued with the title page indicating the section affected.

(b) If changes are required in more than one section of a job specification, an appendix, covering the changes to the sections will be issued with a single title page. The sections of the job specification affected will be indicated by checks in the appropriate "yes" or "no" boxes on the title page.

2.12 Appendices will refer to the specification posted to agree with previous appendices and not to a previous appendix. For example, if Item 5 calls a quantity of 60 which is changed by an appendix to 40 and subsequently changed by another appendix to 30, the last appendix should change 40 to 30.

2.13 Appendices will not be written to cancel a previous appendix or a portion of a previous appendix. If it is found after an appendix has been issued that the work specified therein is not required, an appendix will be issued referring to the specification and not the previous appendix.

2.14 Appendices that are issued to cancel an entire specification will consist of a Title Page only with the appropriate data checked.

3. CLASS OF APPENDIX

3.1 Appendices are classified in accordance with the reason for issuing them, as indicated below.

3.11 Class "A" Appendix

3.111 Class A - Will cover changes made in a job specification due to a request of the Telephone Company.

3.112 A Class "A" appendix will be issued on all Telephone Company requested changes involving material added or canceled regardless of whether or not the job has shipped.

3.2 Class "B" Appendix

3.21 Class B - Will cover changes made in job specifications because of Engineering or Clerical reasons.

3.3 Class "D" Appendix

3.31 Class D - Will cover changes made in job specifications because of requests from departments within the Manufacturing Division or from the Merchandise Department to facilitate manufacturing or to permit the use of stock or standard equipment.

3.32 The Hawthorne Merchandise

Organization will issue a Class "D" appendix for the following nonengineering items after the Summary of Material has been issued and Class "X" procedures are not possible. (Refer to Paragraph 3.7 for Class "X" procedures.)

- (a) A "split" item - refer to Paragraph 3.72 (b).
- (b) Changing an "X" item to "Non-X" - refer to Paragraph 3.72 (c).
- (c) Description changes or corrections required for selection or manufacture of the required material, such as having the piece part number agree with its official description, e.g., screw, washer, etc.

3.4 Class "E" Appendix

3.41 Class E - Will cover changes made in a job specification because of Bell Laboratories development work which is billable to the customer.

3.5 Class "F" Appendix

3.51 Class F - Will cover changes made in job specifications because of Bell Laboratories development work which is nonbillable to the customer.

3.6 Class "M" Appendix

3.61 Class M - Will cover changes made in a job specification because of information not being available for completing the specification at the time it was originally issued. Class "M" appendices must be scheduled and are written only when a specification has a note stating that it is incomplete. However, if such an appendix necessitates changes in other specifications, these other appendices shall be designated Class "M" and will refer to the appendix of the specifications containing the incomplete note.

NOTE: When it is recognized that an incomplete note in a job specification will necessitate appendices in other job specifications on an order, an incomplete note is placed in those supporting specifications and Class "M" appendices scheduled accordingly.

3.7 Class "X" Appendix

3.71 Class X - Will cover changes made in the "B" Section information of a job specification during the editing and sourcing operation in the Manufacturing Division.

3.72 A Class "X" appendix will be issued for the following reasons:

- (a) An engineering error, such as the omission of a required list or the use of an incorrect drawing.
- (b) A "split" item - an item which must be manufactured at more than one location due to shop load conditions.
- (c) Changing an "X" item to "Non-X" such as when a unit ordered on a shop mounted bay, is to be manufactured at a location other than where the bay is manufactured.

4. PREPARATION OF APPENDIX

4.1 Every appendix will have a single line page, regardless of the sections which are included in the appendix.

4.2 The only valid terms for operations to be performed by an appendix are Add, Delete, Change To and Under. The following letter abbreviations will be utilized, as required, under the "Oper" column throughout the entire appendix.

<u>Operation</u>	<u>Abbreviation</u>
Add	A
Delete	D
Change	C
To	T
Under	U

NOTE: Delete is synonymous to cancel.

→ Arrowed lines indicate new or changed information.

Manager, Engineering Practices

Reason for Reissue:
Paragraph A added.