

Central Office Equipment Construction Conversion/Cutover Procedures

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1 . General

- 1.1 Purpose** This practice describes the major activities and identifies the departments responsible for the conversion/cutover of central office equipment (COE).
- 1.2 Filing Instructions and Supersedures** Discard all previous issues and associated addenda of this practice and file this issue numerically in your GTE Telephone Operations practices set.
- This practice supersedes and cancels:
- All policies, procedures, general instructions, letters, and memoranda which address this subject.
 - Any document which provides information contrary to the information contained in this practice.
- 1.3 Reason for Reissuing** This practice has been reissued to incorporate multiple changes in the content. Read this entire practice to ensure your familiarity with the new information.
- 1.4 Responsibility** This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the GTE Telephone Operations Headquarters COE Construction Support Staff.
- 1.5 Disclaimer** This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, customers, and end users when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities, and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

2. Overview

- 2.1 Introduction** This practice provides the standard procedural guidelines for the conversion/cutover of COE.
- 2.2 Definitions** **The** following chart provides definitions for the acronyms or terms used in this practice.

Acronym or Term	Definition
ASR	Access Service Request
AWAS	Automatic Work Administration System
BITS	Building Integrated Timing Supplies

(continued)

2. Overview, continued

2.2 Definitions continued

Acronym or Term	Definition
CBO	Carrier Billing Operations
CLR	Circuit Layout Record
CXR	Carrier
CLASS	Custom Local Area Signaling Service
CLU	Common Language Location Identifier
CO	Central Office
COE	Central Office Equipment
COEC	Central Office Equipment Construction – If not prefixed by GTE, it is used as a generic term and applies to any work force contracted by GTE for COE work (i.e., vendor contractor, or GTE).
DBM	Data Base Management
DN	Directory Number
ETSR	Electronic Telecommunications Service Request
FAC	Facility Assignment Center
GTEDS	GTE Data Services
IC	Interexchange Carrier
ISD	In Service Date
ISDN	Integrated Services Digital Network
IT	Internal Telecommunications
LIJ	Left In Jumper
LVT	Line Verification Test
MARK	Mechanized Assignment and Record Keeping
MDF	Main Distribution Frame
MGB	Master Ground Bar

(continued)

2. Overview, continued

2.2 Definitions continued

Acronym of Term	Definition
NAOC	National Access Ordering Center
NDR	National Disaster Recovery
NOC	Network Operations Center
OSP	Outside Plant
PA	Public Affairs
PLE	Private Line Equipment
RFS	Ready For Service
SAM	Switch Access Manager
SSCC	Special Services Control Center
SS7	Signaling System 7
TF	Trunk Forecasting
TLS	Test Load Simulator
TSM	Total Switch Management
TTSO	Traffic Trunk Service Order
WO	Work Order

2. Overview, continued

2.3 References

The following chart provides sources of supplementary information relating to this practice. The documents could be required for performing certain tasks.

See...	For Information About...
007-003-001	Project Management Procedures
200-002-010	Test and Verification During Installation - General Plan
200-002-700	COE Construction Equipment Check/Verification and Generic Feature and Functional Acceptance Test Forms
220-001-001	Central Office Equipment Installation Activity Procedures
220-001-004	COE Construction - Planning and Work Order - Implementation Requirements
220-001-005	COE Construction Demarcation Activities
CH-110 Handbook*	Central Office Installation

* Ordering information is provided on the electronic bulletin board HQ.COEI.NEWS: subject entitled: Handbook CHI IO/AHOOI File Instruction

3. Responsibilities

**3.1
Central Office
Equipment
(COE)
Conversion/
Cutover**

The major COE Conversion/Cutover activities and responsibilities are:

- Building construction.
- OPS engineering and construction.
- Customer records/MDF activities.
- Equipment installation.
- Alarms.
- Sites.
- Trunking.
- Billing.
- CXR and PLE installation.
- Systems features.
- Support systems.
- ETSR responsibility.

 1 Building Construction

The following chart describes building construction activities and responsibilities.

Task	Responsibility	When	Critical
Prebuilding construction meeting (including Switch and OSP Engineering to verify cable entrance, air duct placement, etc.).	support Assets	Before the building blueprints are issued.	Building construction/remodel start date.
Building ready for equipment delivery (ground grid, MGB, electric work, etc.).	support Assets	Before the equipment ship date.	Equipment delivery date.

3. Responsibilities, continued

3.1
COE
Conversion/
Cutover,
continued

3.1.2 OSP Engineering and Construction

The following chart describes OSP engineering and construction activities and responsibilities.

Task	Responsibility	When	Critical
WO issued and material ordered (including frame protector modules and air pressure monitor (refer to GTE Telephone Operations Practice 220-001-005, Exhibit 1, line 13).	OSP Engineering	Before the building ready date.	Building ready date.
WO material received and installed (fibers placed and spliced, tip cables spliced and half taps completed).	OSP Construction	Before initial jumper list.	Jumper run start date.

3.1.3 Customer Records/MDF Activities

The following chart describes customer records/MDF activities and responsibilities.

Task	Responsibility	When	Critical
MDF/MARK verification (ensures that MARK has the correct DN and facility assignment for each customer) (Expense to Account 62####).	CO	Before cross write.	Cross write date.
MARK/Switch feature compare (ensures that the switch features assigned each customer are correctly reflected in MARK).	FAC	Before cross write.	Cross write date.
MARK correction (update MARK with any discrepancies found during MDF verification and switch feature compare).	FAC	Before cross write.	Cross write date.

(continued)

3. Responsibilities, continued

**3.1
COE
Conversion/
Cutover,
continued**

3.1.3 Customer Records/MDF Activities, continued

Task	Responsibility	When	Critical
Cross write (the writing of a MARK database for the new switch type).	MARK OPS/GTEDS	Before loading line database.	Loading of line database into new switch.
Load line database (the loading of customer line data from the new MARK files into the new switch).	FAC	Upon completion of cross write.	Jumper run start date.
Generate initial jumper list (the cable pair to line equipment assignment, including LIJs).	FAC	Before the start of jumper running.	Jumper run start date.
Run jumpers (the MDF cross connect of line equipment to cable pair).	COEC	Before the start of LVT and outdial.	LVT start date.
LVT (the automatic comparison of dial tones between old and new offices).	COEC	Start at the completion of jumper running and continue until ISD.	30 days before the RFS date.
Outdial (the manual dialing of all critical customers).	COEC	Start at the completion of jumper running.	30 days before the RFS date.

3. Responsibilities, continued

3.1
COE
Conversion/
Cutover,
continued

3.1.4 Equipment Installation

The following chart describes equipment installation activities and responsibilities.

Task	Responsibility	When	Critical
COE received and installed (installation of WO associated equipment power, switch, frame, cabling, software, etc.).	COEC	At installation start date.	Switch start test date.
Bar coding (bar code labeling of COE, including spares).	COEC	Before the RFS date.	RFS date.
Load generic database (vendor provided software).	COEC	Before the switch start test date.	Switch start test date.
Switch testing (TLS, switch diagnostics, etc.). This includes the completion of Acceptance Test Forms (refer to GTE Telephone Operations Practice 200-002-700).	COEC	Before the RFS date.	RFS date.
Office recordings (generic and site specific office announcements).	COEC	Before the RFS date.	RFS date.

3.1.5 Alarms

The following chart describes alarm activities and responsibilities.

Task	Responsibility	When	Critical
Installation and testing (all remote alarm functions verified with NOC).	COEC/NOC	When power is connected to the equipment.	RFS date.

In locations where alarms are sent over host remote links and those links are not established before the equipment is delivered to the site, the local conversion committee should work to establish a temporary cable facility that would transmit major building and equipment alarms until the permanent facilities are in place.

3. Responsibilities, continued

**3.1
COE
Conversion/
Cutover,
continued**

3.1.6 Sites

The following chart describes site activities and responsibilities.

Task	Responsibility	When	Critical
Update site databases (the portion of CO AWAS that contains site specific information [i.e., CLLI, off ice address, emergency numbers, etc.] and verify this information with the NOC).	c o	Before the RFS date.	Ten days before ISD.

3.1.7 Trunking

The following chart describes trunking activities and responsibilities.

Task	Responsibility	When	Critical
ASR from ICs (issue ASRs to DBM and TF).	NAOC	COE installation start date.	Cross write date.
TTSOs (issue TTSOs due dated before the start of trunk testing).	TF	Cross write date.	Trunk routing test call start date.
CLRs issued (the facility assignments for new trunk groups).	sscc	Before the start of the trunk routing test calls.	Trunk routing test call start date.
Trunk database loaded (routing, features, size, etc. of each trunk group required).	DBM	Before the start of trunk routing test calls.	Trunk routing test call start date.
Trunk routing call logs (the complete list of each call required to access each trunk group in the switch database).	DBM	Before the start of the trunk routing test calls.	45 days before ISD.
Trunk routing test calls for all trunk and trunk sets (the manual test call of each call identified on call log, ensuring calls are routed to the correct trunk group).	COEC	Before the start of the billing test calls.	30 days before ISD.

3. Responsibilities, continued

**3.1
COE
Conversion/
Cutover,
continued**

3.1.8 Billing

The following chart describes billing activities and responsibilities.

Task	Responsibility	When	Critical
Billing call logs (a list of each type of call that is billed by the switch).	DBM	Before the start of the billing test calls.	30 days before ISD.
Billing test calls (manual test call of each call type listed in the call log).	COEC	30 days before ISD.	20 days before ISD.
Billing verification (a comparison of test calls made to the billing data stored by the billing media).	CBO	20 days before ISD.	10 days before the ISD.

3.1.9 CXR and PLE Installation

The following chart describes CXR and PLE installation activities and responsibilities.

Task	Responsibility	When	Critical
Transmission equipment received, installed, bar coded, and tested (fiber terminals installed as early as possible).	COEC	Before the start test date.	RFS date.
Identify the relocated special circuits (nonswitched circuits that require relocation when replacing facilities).	SSCC	Before cross write.	Date new facilities are made available.
CLRs issued (new facility assignments for special circuits requiring grooming).	SSCC	RFS date.	45 days before ISD.
Grooming of special circuits (rearrangement of circuits to new facilities).	CO	30 days before ISD.	10 days before the ISD.

3. Responsibilities, continued

**3.1
COE
Conversion/
Cutover,
continued**

3.1.10 System Features

The following chart describes systems features activities and responsibilities.

Task	Responsibility	When	Critical
Identify the new vs old systems features differences and provide the differences to PA (ISDN, Voice Mail, Smart/Smarter/Smartest packaging. CentraNet, CLASS, etc.).	c o	Before the RFS date.	RFS date.
Customer notification of feature differences (a letter to each customer explaining any difference between present switch features and new switch features).	PA	45 days before the ISD.	30 days before the ISD.
Test new features (ensure that all custom call features are activated and working as designed).	COEC	Before the RFS date.	RFS date.
Customer feature activation (the activation of any fixed customer call features [fixed call forwarding, etc.]).	FAC	Three days before the ISD.	ISD

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3. Responsibilities, continued

**3.1
COE
Conversion/
Cutover,
continued**

3.1.11 Support Systems

The following chart describes support systems activities and responsibilities.

Task	Responsibility	When	Critical
Request SS7 links (issue an ETSR requesting that SS7 links be established between offices).	TF	30 days prior to installation start date.	Installation start date.
Order SS7 links with route diversification (issue an order to the ICs for links, with the due date on or before the start test date).	IT	Installation start date.	30 days before the start test date.
Install SS7 links ensuring route diversification (the end-to-end testing of circuits transporting SS7 information).	CO	Before the switch test start date.	Switch start test date.
Provision BITS/synchronized spans (the assignment of spans or BITS that the COE uses for synchronization).	Synchronization Coordinator	Before the switch test start date.	Switch start test date.
Install BITS/synchronized spans (the connection of the timing source to the switch).	COEC	Before the switch test start date.	Switch start test date.
X.25 Network installed/tested (TSM, NDR, SAM, etc.).	COEC and CO	Before the switch test start date.	Switch start test date.

3.1.13 FTSR Responsibility

When the Engineer/Network Designer completes a WO for a piece of equipment, that person issues the ETSRs for all circuit and/or BI lines associated with the equipment.

When office conversions are involved the Region Project Coordinator is responsible for coordinating the issue of ETSRs with the departments that are responsible for budgeting the funds to support the ETSR activity.

