

CABLE TRANSFER ADMINISTRATION

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1. GENERAL		
1.01 This section provides management with instructions and procedures for coordinating and managing the various groups involved in cable and line transfers.		
1.02 It is issued to replace Sections 001-320-320PT, Cable Transfer Administrative Plan, 201-197-916PT, Distributing Frame Operations for		
		2. CABLE TRANSFERS
		2.01 The toning, identifying, and subsequent transferring of working pairs is complex and time-consuming. The work is further complicated by the many functions required of other work groups. To ensure that these operations are performed free of service interruptions and with maximum efficiency, exact timing and close coordination among all the work groups involved is mandatory.
		2.02 The same coordination is required to complete drop wire reconcentrations (line transfers). The Cable Transfer Committee is also

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responsible for coordinating this work in a timely manner to ensure proper utilization of plant and removal of plant being replaced.

3. CABLE TRANSFER COMMITTEE

3.01 A Cable Transfer Committee must be established in each district to ensure close coordination and proper timing of cable transfers.

3.02 Districts that cover a large service area (having more than one assignment office or repair service bureau) may require more than one committee.

4. PERMANENT COMMITTEE MEMBERS

4.01 Cable Transfer Committee members shall consist of first level management representatives from the following groups:

- RSB (repair service bureau)
- AO (assignment office)
- MDF (main distributing frame)
- Customer facilities engineering
- CMC (construction management center)
- Splicing
- Transmission design engineering (when required)
- Cable maintenance (when required)
- Switching equipment (when required)
- Installation or repair (when required)

4.02 The appropriate supervisors from other work groups shall be included in the meetings to coordinate reconcentration of drops, clearance of defective pairs, and redesign of plant to accommodate special and designed services, where necessary, to complete the cable transfer.

4.03 It is recommended that the customer facilities engineer or CMC supervisor chair the committee.

4.04 One or more second level managers should supervise the meetings on a rotating basis, with a third level manager monitoring the meetings frequently enough to ensure that all groups are fulfilling their responsibilities.

5. COMMITTEE CHAIRPERSON RESPONSIBILITIES

5.01 When transfer activity exists, the chairperson shall convene meetings at 2-week intervals or more frequently if transfer activity dictates. The chairperson is responsible for inviting representatives from other force groups when required.

5.02 The chairperson shall prepare a proposed transfer schedule before the committee meeting. Transfer completion dates should be based on priorities, ie, service date requested by engineering, pending held orders, splicing sequence, age of job, etc. The chairperson will forward a copy of the schedule to each committee member 2 or 3 days before the meeting.

5.03 The chairperson will conduct the transfer committee meeting and is responsible for obtaining commitment dates from all work groups on all cable transfers and line rearrangements scheduled.

5.04 The chairperson shall prepare minutes of the meeting, outlining problem areas, special commitments, or force problems. The minutes should be distributed to all committee members and higher levels of management as required.

6. CABLE TRANSFER COMMITTEE RESPONSIBILITIES

6.01 Each member of the committee should review the proposed Cable Transfer Schedule (Form E 6358-PAC, Exhibit 1) in advance of the committee meeting. The schedule should be updated with actual completion dates. Each member should also be prepared to make commitments on items added to the schedule since the previous meeting.

6.02 The committee is responsible for the following items:

- (a) Reviewing and updating the status of all cable transfers and line rearrangements posted on the Cable Transfer Schedule.

(b) Scheduling all new cable transfers, line rearrangements, and supporting work which must be started in the following 4 weeks. This means setting a firm schedule for the initial 2 weeks and a tentative schedule for the subsequent 2 weeks.

(c) Considering work tours and peak load periods of all work groups to optimize continuity of the cable transfer activity. No commitment date should be established by a work group if it is unable to meet its commitment. Force problems affecting the schedule shall be escalated to higher management.

(d) Negotiating all work activity completion dates. Intervals for any force should not exceed 5 days unless justified by abnormal conditions. Transfers involving an extremely large number of working circuits may require scheduling of preliminary work activity in smaller segments. This work should be scheduled so that splicing work will maintain continuity until the splice is completed.

(e) Special Scheduling: Offices with mechanized assignment records, such as COSMOS, may require tighter scheduling due to computer transaction restrictions. Sequence transfers and reusing counts cleared on previous transfers may also require tighter scheduling.

(f) Reviewing transfers involving a significant number of special and designed circuits. Time should be allowed for the AO to issue Transmission Study Forms (P 2471) to the Pacific administration of designed service (PADS) group to check the design and to the RSB to negotiate for special service releases.

6.03 The committee will make preliminary arrangements for the transfer of special and designed circuits. All personnel required for each transfer involving special and designed circuits will be identified and scheduled to be available to complete the redesign work on the specified date. Requirements for three-way communications will be determined by the committee.

6.04 The committee will review deferred scheduled transfer and line rearrangement work that is over 30 days old for rescheduling or possible cancellation. If it has been more than 30 days since

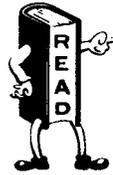
verification of the *from* and *to* counts and the transfer has not yet started, then rescheduling the job shall include reverification of the *from* count and retesting of the *to* count.

6.05 Past transfer performance shall be reviewed at each meeting to identify roadblocks and initiate corrective action.

(a) Actual completion dates should be compared with scheduled dates on the Cable Transfer Schedule (E 6358-PAC) to determine trends. Any force falling behind in meeting commitments should be identified.

(b) Lost production hours experienced in any work group should be identified. Discussion in the committee meeting should determine the cause of lost production hours, and methods should be developed to avoid future problems.

(c) Service interruptions caused by transfer activity should be identified. Any breakdown in procedures designed to prevent service interruptions should be identified and corrected.



These are important responsibilities of the committee.

Once problems have been identified, follow-up action should be continued until each item is resolved.

6.06 Copies of Form E 6358-PAC against which all work has been completed shall be retained for 90 days.

7. ASSIGNMENT OFFICE RESPONSIBILITIES

7.01 The AO responsibilities are described in 7.02 through 7.19. Specific details are covered in the plant assignment layer for construction plans (Section 680-300-XXX).

7.02 Upon receipt of the Work Order and pre-posted cable map from the engineer, the AO will review the cable counts to determine if any special transmission studies will be required. If they are, the AO will request that these studies be completed by PADS in time to meet the scheduled due date of each transfer. Prepare a Transmission Study Worksheet, Form P 2471, as outlined in Section 680-895-952PT.

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7.03 Prior to the preparation of Form P 2010, Cable Transfer sheet, the AO shall furnish the central office (CO) MDF force with a copy of Form CO 4991, Request For Verification/Pretest/Post Test (Exhibit 2), showing the pairs in the cable transfer that are to be verified and tested. For transfers beyond an interface, the Form CO 4991 shall be sent to the appropriate construction work force. The date the information is required to meet the transfer schedule should also be shown.

Note: It is important that the Form CO 4991 be clearly marked to ensure that proper tests and verifications are made.

7.04 Upon receipt of the verified and tested cable counts from the responsible work force, the AO will cross-check the verification and pretest against the Exchange Customer Cable Records (ECCRs), resolve any discrepancies, then proceed with preparation of the Cable Transfer sheets (P 2010) to meet the schedule commitment.

Note: Cable Transfer sheets should not be prepared by the AO before the *to* and *from* counts are verified and all vacant *to* pairs are tested. Vacant pairs in the *from* count should also be tested if there are working lines existing in the *to* count.

7.05 Defective *from* and *to* pairs that must be cleared in order to prepare the cable transfer shall be referred to the customer facilities engineer (outside plant), who will then issue the necessary work orders for clearing. The date the pairs are required shall be indicated. It shall be the responsibility of the cable maintenance force to identify pairs that cannot be cleared by the required date, and to so inform the engineer.

7.06 Work required to clear defective *from* and *to* pairs prior to the cable transfer shall be recorded on the appropriate form (Cable Transfer, Line or Station Transfer, or construction work order) and dispatched to the MDF and splicing or other outside plant forces as appropriate. Completion dates to meet the Cable Transfer Schedule shall be indicated.

7.07 The AO shall identify all special services and mark the P 2010, Cable Transfer sheet and P 1557, Special Services and Defective Pair List, as outlined in Section 680-300-XXXPT.

Note: Existing practices and policies shall be followed carefully to prevent service interruptions to these circuits.

7.08 The AO shall identify all lines which cannot be half-tapped, such as loaded pairs, lines with excessive bridge tap, and special equipment lines (such as bridge lifters, secretarial cutoff, etc).

7.09 The line assigner will designate on the transfer sheet a vacant cable pair that can be used as the splicer's talk pair. If the automatic pair identifier is to be used, also specify a control pair.

7.10 All verified defective pairs associated with the transfer (both *to* and *from* counts) shall be recorded on Form P 1557, Special Service and Defective Pair List. The form should be attached to the transfer sheet for further testing and isolation by the splicing and RSB forces, as outlined in Section 680-300-XXXPT and the Defective Pair Administration Plan.

7.11 It is important that the continuity of vacant connect-through (CT) or dedicated outside plant (DOP) pairs be maintained for future service.

7.12 ECCRs shall be marked to reflect that a cable transfer is involved. Subsequent activities, such as service orders and line or station transfers in the pair count to be transferred, shall be routed within the AO to the person responsible for the cable transfer. Any revisions required on the transfer sheet after distribution shall be referred to the RSB, MDF, and splicing forces.

7.13 The transfer sheets and Special Service and Defective Pair Lists shall be distributed to the MDF on or before the assignment completion date as shown on the Cable Transfer Schedule. Offices with mechanized assignment records, such as COSMOS, may require special procedures with shorter intervals. The AO shall post their copy of the Cable Transfer Schedule for review at the next Cable Transfer Committee meeting. Forward the splicer's work copies and the RSB copy when notified that MDF work is complete.

7.14 Any information the splicer has regarding the status of defective pairs in the splice being completed will be given verbally to the RSB. The RSB will post this information to Form P 1557,

then forward it to the AO. The P 1557 should be held by the AO for cross-reference with the post test results when they are received.

7.15 After the frame and splicing work have been completed, the line assigner will issue a CO 4991 to the appropriate work force for post testing per Section 680-300-XXXPT.

7.16 After completion of the cable transfer, receipt of the completed Form P 2010 or P 2011, and receipt of completed post test results, all appropriate AO records will be posted to reflect the transferred pairs and defective pair information.

7.17 Final defective pair information received from the post test shall also be forwarded by the AO to the appropriate work group for posting to the defective pair file.

7.18 The engineering representative shall be responsible for reviewing the status of all pending Cable Transfer sheets and Line or Station Transfer sheets. Any transfers not completed within 30 days will be brought to the attention of the Cable Transfer Committee for action (cancellation, revision, or rescheduling).

7.19 If it has been more than 30 days since verification of the *from* and *to* counts and the transfer has not yet started, then rescheduling the job shall include reverification of the *from* count and retesting of the *to* count.

8. MAIN DISTRIBUTING FRAME RESPONSIBILITIES

8.01 Scheduling: The frame supervisor is a member of the Cable Transfer Committee and will attend the committee meetings to make frame work activity completion commitments. Realistic dates and firm commitments are essential to an effective schedule.

8.02 Time Reporting: Pretesting, post testing, placing and removing front tap connectors, sending tone, and connecting automatic taggers and splicer's talk pairs will be charged to the appropriate outside plant codes. Verification and other work operations will be charged to the appropriate central office M codes.

8.03 Verification and Pretest: Prior to writing a cable transfer, the AO will prepare two Form CO 4991s (Request for Verification/Pretest/Post Test). One Form CO 4991 will be for the *to* count and the other will be for the *from* count. Large transfers will require additional CO 4991s for *from* and *to* counts. Upon receipt of these forms, the frame forces will proceed as follows:

(a) Using the CO 4991 for the *to* count, inspect for jumpered cable pairs. In the WKG/VAC column, check (✓) WKG opposite the cable pairs that have jumpers. For all vacant cable pairs, check VAC. Test all vacant pairs. (Test procedures and equipment descriptions will be covered in an appendix to this section, which will be issued at a later date.) Enter the test results opposite the cable pair in the TEST column.

(b) Using the CO 4991 for the *from* count, inspect for jumpered cable pairs and check the appropriate column, WKG or VAC. Test the vacant cable pairs when requested. (Test procedures and equipment descriptions will be covered in an appendix to this section, which will be issued at a later date.) Enter the test results in the column marked TEST. Local arrangements may be made with the RSB to test five pairs or less.

(c) Return the completed CO 4991s to the AO on or before the scheduled completion date for verification and pretest.

8.04 Processing Cable Transfers -- Form P 2010: The frame (F) copy of the P 2010 will be sent to the frame forces on or before the scheduled assignment completion date. The frame forces will proceed as follows:

(a) IDENTIFY SPECIAL CIRCUITS: Check Form P 2010 to be sure all special circuits have red circles around the *from* and *to* cable pairs. Each special circuits requiring special protection will also be listed on a Form P 2201, which is attached to the transfer sheet. If these items have not been completed, bring to the attention of the AO.

(b) PLACE BACK TAPS: Verify that the terminals in the *to* count are vacant. Remove the heat coils in the *to* count and insert

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dummy coils. Run the jumpers and close all POTS (plain old telephone service) lines on both the cable pair and the line equipment side of the frame. Close all jumpers for special circuits on the cable pair side *only*. Jumpers should be placed according to Section 069-120-801.

(c) **VALIDATE BACK TAPS:** Validate the back taps to ensure continuity, using the frame testing and talking circuit SHS-1277 (SS-90142-01) if provided, or the automatic number announcement (ANA). If neither of these is available, local arrangements should be made to test continuity without subscriber interference. Discrepancies found must be corrected before notifying the AO of preliminary work completion.

(d) **PROVIDE PRELIMINARY WORK COMPLETION INFORMATION:** Notify the AO of preliminary work completion and post the activity to the P 2010 form.

Note: The frame supervisor will be notified by the RSB supervisor the day before transfer activity starts.

8.05 Providing pair identification to the splicer is the responsibility of the frame forces. The automatic pair identifier or the tone method may be used. Under unusual circumstances pair identification will be made according to local policy. The frame supervisor will be notified by the splicing supervisor the day before tagging is required.

8.06 **Transfer Activity:** The frame forces will be notified by the RSB of when to place coils in the *to* count and when to remove coils in the *from* count. When notified by the RSB that special circuits are to be transferred, the frameworker must be available to close the jumpers on the equipment side and to place coils in the *to* count. The frameworker will be available until special circuits are transferred and tested. Special protection will be provided as indicated on Form P 2201 and according to Section 680-595-897PT. Large, complex, or troublesome transfers may require that three-way communications be set up between the frame group, RSB, and splicer.

8.07 **Completions:** The RSB will notify the frame forces when the transfer is completed by giving an OK number verbally. The frame

forces will remove all dead jumpers on or before the scheduled/rescheduled date.

8.08 **Post Test:** Upon receipt of Form CO 4991, the frame forces will test all vacant pairs in the *from* and *to* counts. (Test procedures and equipment descriptions will be covered in an appendix to this section, which will be issued at a later date.) Enter the test results opposite the cable pair in the TEST column. Return the CO 4991 on or before the scheduled post test completion date.

Note: An alternate method of accomplishing a cable transfer is to use front tap shoes as described in Section 634-350-505. These test connectors (front tap shoes) are described in Sections 106-315-119, -120, and -121. *This method is not recommended for normal use and should be used only in case of emergency.*

9. REPAIR SERVICE BUREAU RESPONSIBILITIES

9.01 The RSB is responsible for verifying and coordinating the construction work and MDF activities associated with cable transfers and should test all of the affected lines in a cable transfer. The RSB will maintain control of all special circuit transfers. The RSB also should remind other work groups involved that special service protection should be placed or removed as required. Testing assistance with the MDF may be required on pretests and post tests involving five pairs or less.

9.02 The RSB supervisor shall contact the MDF supervisor the day before the scheduled transfer date to verify that all supporting work has been completed.

9.03 The RSB shall coordinate the release and transfer of special and designed circuits. The time and date for each circuit release shall be recorded on the RSB copy of the P 1557 — Special Service and Defective Pair List.

Note: Time and date of release must be negotiated *in advance* of the cable transfer. No work shall be permitted on circuits requiring release until a method of procedure (including determination of release date, time, and personnel required) has been established by the RSB and approved by the customer and company-designated supervisor responsible for those circuits.

When the RSB receives word of specific or out-of-the-ordinary release requirements, the CMC supervisor, MDF supervisor, and other work group supervisors must be notified sufficiently in advance to permit scheduling of their forces.

- 9.04** A splicer's talk pair will be established for each transfer splice. The RSB will coordinate the connection of this circuit on the pair pre-assigned by the line assigner on Form P 2010. If an automatic tagger is to be used, the RSB should test the preassigned control pair listed on Form P 2010.
- 9.05** The RSB shall call the AO on the day of the cable transfer to check for corrections to the transfer and to cope with any unforeseen problems encountered in the field that would require new pair count assignments.
- 9.06** When the splicer calls for an opening number, the RSB will post the opening and closing number of the transfer splice on the Cable Opening Log.
- 9.07** The RSB shall compare Cable Transfer sheets, Defective Pair lists, special circuit markings, etc, with construction forces to determine that both groups are in agreement.
- 9.08** The RSB shall arrange with construction, MDF, and other work groups for the transfer of special and designed circuits that require release or special handling. During the transfer of these circuits, the RSB will maintain communication with all personnel involved in the transfer activity.
- 9.09** The RSB is responsible for coordinating the placement and removal of coils as the transfer progresses. The status of the coils shall be noted on the Cable Transfer sheet, Form P 2010.
- 9.10** The splicer will transfer the first five lines and request a test of the transferred circuits.
- 9.11** The RSB will make the tests and, if satisfactory, instruct the splicer to proceed.
- 9.12** The RSB will test *all* affected circuits completed by the splicer as the transfer progresses (noting Form P 2010 as each line is tested). The splicer need not wait for verification of the subsequent tests unless problems are encountered. The splicer, however, will inform the RSB of progress.

Note: Automatic test equipment, such as the line status verifier (LSV) or mechanized loop testing (MLT) should be used to accomplish large volume testing.

- 9.13** After all work is completed, the RSB will make every effort to determine that no trouble exists relative to the transfer just completed. The splicer should verbally inform the RSB of any change in the defective pair status. The RSB should post this information to the P 1557. An OK number should then be issued for the completed transfer. The RSB will notify the AO of completion of the transfer, along with any changes, and forward the completed P 1557 to the AO. The RSB shall also notify the MDF that the transfer is completed and give them the OK number.
- 9.14** The RSB shall post the Cable Transfer form as completed, for reconciling subsequent Subscriber Line Records (SLRs). After reconciliation of the line cards, the RSB shall forward the completed transfer sheet to the assignment office.
- 9.15** SLRs involved in cable transfers will be prepared according to the following procedures:
- (a) No later than 3 working days after the completed cable transfer, use the completed Cable Transfer sheets to reconcile preposted assignments to the SLRs with any pair assignment changes that were made during the transfer. The transfer number and completion date should be posted on the back of the line card.
 - (b) Under an LMOS (Loop Maintenance Operation System) environment, updating of the LMOS data base for completed cable transfer activity will be done according to the following procedures:
 - (1) If the cable transfer is adding a new cable, removing an existing cable, or adding a new count to an existing cable, the information contained in the Cable Transfer (P 2010) must be forwarded by the RSB manager to the region LMOS data base manager for updating of cable parameters. These parameters must be updated prior to the cable being made available for assignment. Once these parameter changes have been completed in the LMOS data base, confirmation is sent to the RSB.

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Note: Details of form usage and required inputs for cable parameter updates are described in the ARSB (automated repair service bureau) Bell System Practice, preliminary Section 660-168-122PT, Appendix C.

- (2) If the Cable Transfer is rearranging existing cable, the completed Cable Transfer must be routed to the RSB I/O (input/output) clerk for manual entry into the LMOS data base. After the I/O clerk has entered the information on the Cable Transfer into the LMOS data base, the clerk will date and initial the transfer sheet to indicate that manual updating of the transfer information has been completed.

10. SPLICING FORCE RESPONSIBILITIES

10.01 Upon receipt of Form CO 4991 from the assignment office, the splicer will make a verification and pretest of cables beyond an interface, and return the completed form to the AO on or before the scheduled return date.

10.02 The splicing supervisor or the CMC supervisor shall contact the RSB supervisor the day before the scheduled cable transfer date to verify that all preparatory work is completed.

Note: The transfer should be done according to the splicing sequence indicated by engineering.

10.03 The splicing supervisor or the CMC supervisor must contact the MDF supervisor at least 1 day before the scheduled transfer and make the necessary tagging arrangements.

10.04 On the day of the cable transfer, the splicing force shall proceed as follows:

- (a) Arrange for placement of air tanks or tap air pipes to maintain air pressure, as required.
- (b) Before opening the cable, call the RSB, obtain a cable opening number, and request that tone be sent on the splicer's talk pair.
- (c) The splicer should compare Cable Transfer sheets with those in the RSB to determine that both groups' copies are in agreement

regarding special circuits, defective pairs, and release time. Note any corrections, additions, or deletions.

(d) Open the splice and call the RSB from the talk pair to arrange for three-way communication between the splicer, testboard technician, and frameworker on the preassigned splicer's talk pair.

(e) Verify with the frameworker that the front tap shoe is attached, or if the manual method of pair identification is used, request the frame to begin toning the *from* and *to* counts. Pair identification arrangements will be made according to local policy.

(f) After the pair identification, request the RSB to have the heat coils placed in the new count.

(g) Proceed with the transfer of the first five lines.

(h) Request the RSB to test the first five circuits transferred; if satisfactory, proceed with the transfer, normally in 25- or 50-pair groups.

(i) As previously arranged, the transfer or pre-cuts of special circuits may proceed.

Note: This calls for close coordination between the RSB, frameworker, and cable splicer.

(j) Complete the cable transfer by throwing the half-tapped pairs, using the AT 8241-L1A test set (cut-closed set) or other approved test set (see Section 634-350-515).

Note: For uninterrupted service, the transfer of all POTS lines must be made with the AT 8241-L1A test set or equivalent.

(k) The splicer will inform the RSB of progress with the transfer (normally 25- or 50-pair groups). It is not necessary to wait for verification of the tests to continue the transfer if no problems have been encountered.

(l) Temporary cable opening and closing numbers should be obtained if the splice is open more than one day.

(m) Inspect defective pairs in both *to* and *from* counts as shown on Form P 1557, Special Service and Defective Pair List, to determine that no trouble exists in the splice. Any change in defective pair status (along with previously unknown defective pairs that are detected during the transfer) will be added to Form P 1557. The splicer shall give this information verbally to the RSB *before* asking for an OK number for the completed transfer.

(n) When all work has been completed, the splicer will request an OK number and a closing number from the RSB. When both numbers have been obtained, the splice may be closed.

11. CUSTOMER FACILITIES ENGINEERING RESPONSIBILITIES

11.01 The Cable Transfer Committee representative for outside plant engineering is primarily responsible for coordinating closely with other committee members in determining transfer completion dates and assisting in scheduling. The engineering job schedule, service requirement dates, pending or potential held orders, age of job, etc, will determine the priority of each scheduled completion date.

11.02 It is the responsibility of the engineer to provide a splicing sequence on a work order when required.

11.03 The number of working circuits and special and designed circuits involved in each transfer should be noted on the work order.

11.04 Preposted cable maps shall be forwarded to the AO within 5 days after the work order is issued.

11.05 The engineering representative is the committee member who is *primarily responsible* for reviewing old work orders involving cable transfers and establishing the continuity needed for the cable transfer. After reviewing old work orders, the engineer shall do one of the following:

(a) Reschedule the transfer as originally prepared.

(b) Initiate revision of the transfer so it will be compatible with existing conditions of the transfer.

(c) Issue a cancellation of the particular transfer in question.

12. CABLE TRANSFER SCHEDULE – FORM E 6358-PAC

12.01 The Cable Transfer Schedule (Exhibit 1) will be used to schedule all cable transfer and line rearrangement work activity. Following are descriptions of the entries to this form. The circled numbers (reverse callouts) correspond to those on Exhibit 1 to identify the field entries described.

- ① Identity code of wire center involved
- ② Routine order or estimate number: Place splice number in triangle to identify location of transfer or splice controlling a line transfer.
- ③ Number assigned by assignment office
- ④ Number of pairs being transferred in this splice: Leave blank for line transfers.
- ⑤ Number of working circuits being rearranged by the transfer or line rearrangement
- ⑥ Number of special and designed circuits included in working pairs in ⑤
- ⑦ Date on which Request For Pretest And Verification (Form CO 4991) is scheduled to be prepared and sent to MDF or other appropriate construction work group by AO
- ⑧ Date on which pretest and verification is scheduled for completion by MDF or other appropriate construction work group, and CO 4991 is to be returned to AO
- ⑨ Date on which clearing of defective pair conflicts, by cable maintenance or line rearrangement force, is to begin: Enter date only when required. Engineer shall determine method of clearing defective pair conflicts.

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- 10 Date on which clearing of defective pair conflicts is to be completed by cable maintenance or line rearrangement force
- 11 Date on which Cable Transfer (Form P 2010) and all other related forms will be completed by AO and forwarded to MDF forces when frame work is involved: If no frame work involved, forms will be forwarded to splicing or CMC on this date.
- 12 Date on which jumper work is scheduled to be completed on MDF: AO will forward field and RSB work copies of all forms on this date.
- 13 Scheduled splicing start date or other work group start date if line rearrangement
- 14 Scheduled splicing completion date or other work group completion date if line rearrangement
- 15 Date on which old jumpers are scheduled to be removed from MDF or old cross-connects removed in field when no frame work involved: AO will issue Post Test Request, Form CO 4991, on this date.
- 16 Date on which post test is scheduled to be completed by MDF or other appropriate construction work group, and CO 4991 is to be returned to AO

Notes:

- 1. If work is rescheduled, place an asterisk (*) by the new scheduled date.
- 2. If force has no work on a given transfer or line rearrangement, put a dash (—) in the SCHED and ACTUAL blocks 17.

- 17 Enter scheduled date during Cable Transfer Committee meeting. Enter actual date when each work operation has been completed. These dates should be reported to committee chairman during next committee meeting.

13. REQUEST FOR VERIFICATION/PRETEST-POST TEST – FORM CO 4991

13.01 The Request for Verification/Pretest-Post Test (Exhibit 2) is a two-part fanfold to be used to request verifications, pretests, and post tests associated with performing cable transfers. The originator will retain the second copy until the original is returned.

13.02 Following are descriptions of entries to this form. The encircled numbers (reverse call-outs) correspond to those on Exhibit 2 to identify the field entries described:

- 1 Name of supervisor over work group that will perform the work requested
- 2 Address of item 1
- 3 Date on which form is issued
- 4 Engineering work order number that initiated the transfer splice
- 5 Transfer number assigned by the assignment office
- 6 Date by which completed form is to be returned to the assignment office: This date should correspond with column 8 where transfer is listed on Cable Transfer Schedule -- Form E 6358-PAC.
- 7 Central office where cable terminates
- 8 If cable to be verified or tested is beyond an interface, enter address of interface where the cable terminates.
- 9 Check (✓) when required.
- 10 Check (✓) when required.
- 11 Check (✓) when required.
- 12 Originator's name
- 13 Address of item 12

- 14 Cable number: One entry on top line is usually sufficient.
- 15 Cable pairs to be verified or tested: An entry every fifth pair is usually sufficient.
- 16 Verification: Check (✓) when pair is working.
- 17 Verification: Check (✓) when pair is vacant.
- 18 Enter test results: CLR if clear; T OPN if tip open; SHT if shorted, etc.
- 19 Enter miscellaneous information when needed. Also, use to list equivalent binding post when cable terminates in an interface.
- 20 Name of person who performed work
- 21 Date on which verification and/or tests were performed
- 22 Name of person who posted verification and test results to assignment records
- 23 Date on which assignment records were posted



E 6358-PAC (2-78)
(Ref. BSP 620-050-020PT)

Date _____

Cable Transfer Schedule

Wire Center 1	Work Order and Splice No. 2	Transfer or L.R. Number 3	Total Pairs 4	Working Pairs Involved 5	Special and Designed Circuits Included 6	~	Verification and Pretest		Clear Troubles		Assn. Compl. 11	C.O. Compl. 12	Field Work		Back Taps Removed 15	Post Test Compl. 16	
							To C.O. or Const. 7	Ret. To Assn. 8	Start 9	Compl. 10			Start 13	Compl. 14			
1	2	△	4	5	6	Sched.	7	8	9	10	11	12	13	14	15	16	17
		△				Actual											
		△				Sched.											
		△				Actual											
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*Rescheduled

Exhibit 1

