

## CABLE SHEATH OPENING RECORD

### 1. GENERAL

**1.01** This section describes a method of recording cable sheath openings and closings, apparatus case openings and closings, provides a record of those cables on which work is in progress as well as those cable sheath openings not permanently closed. This section also includes information concerning sheath openings and closings by Cable Splicers and One-Man, One-Visit Cable Maintenance forces.

**1.02** This section is reissued to:

- (a) Delete reference to Form 3358, Cable Trouble Ticket,
- (b) Use Form E-5039, Cable Trouble Ticket and Form E-6024, Cable Upkeep Report where CCUAP is in effect, and
- (c) Make reference to opening and closing numbers for apparatus cases and to indicate the pipe used for reference on Form E-4024.

Inasmuch as this is a general revision, arrows ordinarily used to denote changes have been omitted.

**1.03** This record will aid in protecting important services against accidental interruption; will aid the Test Center and field forces in clearing defective pairs, where the defect is at or near the proposed opening; will aid the Testman in his trouble analysis of pipe alarms, transducer drops and contactors operated because of sheath openings; and will aid in preventing accidental use of high voltage breakdown test sets while work is being performed within the same cable.

**1.04** There are four general categories of sheath openings and closings performed on cable as follows:

- (a) **Normal Splicing Operations:** These operations are those as specified for splicing work as provided on Routine, Keep Cost, or Master Work Order and Estimate work prints. Before opening the cable sheath, the workman shall inform the test center forces of his intentions, providing them with the information specified in the following paragraphs and examples.

- (b) **Repair Operations:** Cable repair operations are normally under the direct control of the test center. Repairmen dispatched on cable trouble shall report all sheath openings made in regards to each case of cable trouble. Repairmen shall keep the test center informed concerning the progress of each case of trouble.

- (c) **Replacing Temporary Closures With Splice Cases of Lead Sleeves:** The Form E-5039, Cable Trouble ticket, or Form E-6024, Cable Upkeep Report, will serve as a guide for the replacement of temporary closures or the making of permanent repairs. Due to pressurized cables and contactor alarms at various locations, the test center shall be informed each time a cable sheath is opened, reopened, or closed temporarily or permanently, referring each time to the work operation by trouble ticket number.

- (d) **Apparatus Case Operations:** Any time a container is to be removed from a working apparatus case or any apparatus case fed by a pressure system, the employee will inform the testboard and receive an opening number. After work is completed in the case and the container placed on the apparatus case, the employee will obtain a closing number from the testboard.

### 2. DESCRIPTION OF FORM E-4024

**2.01** Form E-4024, Cable Sheath Opening Record, is provided on 10-7/8" by 8-3/8" sheets with standard punchings at the top of the form for filing in a standard loose leaf binder. See Figure 1 for facsimile of form and description of entries.

### 3. USE OF FORM E-4024

**3.01** Form E-4024, Cable Sheath Opening Record, is provided to record the opening and closing of any cable sheath or apparatus case in a given test center area.

**3.02** Form E-4024 shall be maintained at that location in the test center where the field forces normally call regarding work involving the opening or closing of cable sheath.

#### NOTICE

Not for use or disclosure outside Indiana Bell  
except under written agreement.

**3.03** In order that the record be accurate and up-to-date, it is essential that the field forces call the test center forces who maintain Form E-4024 each time a cable sheath is to be opened or closed. This includes the initial opening and the reopening of temporary or wrapped closing, and closings either temporary or final.

**3.04** Identify each day's activity on Form E-4024 by entering the date on the first vacant line; subsequent entries regarding cable sheath openings and closing shall be entered as they are reported.

**3.05** When the field forces call for an opening number, enter the information indicated by the column headings on the Form E-4024.

**3.06** Determine that the field forces have information regarding any special services which may be involved in the cable work or exposed to accidental interruption. In the event that this information is not in the possession of the field forces, it shall be obtained prior to the issuance of the opening number. The initials of the employee making this check shall be entered in the column headed "Special Services".

**CAUTION: Particular care shall be exercised to determine whether certain types of service, on which SPECIAL SAFEGUARDING MEASURES have been applied, are involved, e.g., "Bells and Lights", CADW. In such cases refer to instructions covering SPECIAL SAFEGUARDING MEASURES.**

**3.07** Determine, if practicable, whether there are any defective pairs in the cable being opened, where the defect may be at or near the location of the sheath opening. Inform the field forces of the pair involved, nature of the defect, and other information which may aid in clearing the defective pairs. The initials of the employee who obtains this information for the field forces shall be entered in the column headed "Def. Pairs".

**3.08** In those cases where the cable sheath opening involves the transfer of working pairs, for which cable transfer forms are prepared, the forms will indicate those services requiring special service precautions as well as defective pairs.

**3.09** When the entries regarding the cable sheath opening have been completed on Form E-4024, assign the field forces the next available opening number.

**NOTE:** It will expedite the issuance of the initial opening if the field forces notify the forces who maintain the Cable Sheath Opening Record in advance of the proposed opening, so that they may obtain information regarding special service lines and defective pairs.

**3.10** Any group of numbers may be used for opening and closing numbers, however, it is desirable to assign the number in numerical sequence in order to prevent duplication.

**3.11** When opening numbers are assigned, the previous temporary closing number, if any, may be crossed out. This will facilitate locating temporary closings in a particular area.

**3.12** At the time each sheath opening is to be closed, either temporary or finally, the field forces will call for a closing number. Determine, insofar as practicable, that no cases of trouble are pending which resulted from the cable work.

**3.13** Assign the next available number to the field forces as a closing number. This number shall be suffixed with a "T" to indicate a temporary closing or an "F" to indicate a final closing.

**3.14** Figure 2 illustrates typical entries on Form E-4024, the method of entering the information may be altered as required, depending on local conditions.

**4. ORDERING INFORMATION**

**4.01** Form E-4024, Cable Sheath Opening Record, is provided in packages of 25 sheets per package, and can be ordered from the Forms Distribution Center located at 240 N. Meridian St., Rm. 160.

**4.02** When convenient, the form should be ordered in multiples of the package unit.

(Quantity) Form E-4024

**Attachments:**

- Figure 1 — Form E-4024 (Facsimile)
- Figure 2 — Form E-4024 (Typical Entries)

**CABLE SHEATH OPENING RECORD**

	NAME	WORK ORDER NO.	SPLICE NO.	TRANSFER NO.	"FROM" CABLE & COUNT	"TO" CABLE & COUNT	LOCATION OF WORK	SPECIAL SERVICES	DEF. PAIRS	OPENING NO.	CLOSING NO.
1											
2	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

1A

**EXPLANATION OF ENTRIES**

NOTE  
NO.

- ① Enter name of employee calling for opening number.
- ①A Enter the pipe used for buffering where applicable.
- ② Enter the work order number. (If no work order involved, enter nature of work.)
- ③ Enter the splice number involved, if any.
- ④ Enter the transfer number, if any.
- ⑤ Enter the cable and count from which pairs are transferring.
- ⑥ Enter the cable and count to which pairs are being transferred.

- ⑦ Enter the geographical location of the work.
- ⑧ Enter the initials of the employee who determines that the field forces have information regarding special services.
- ⑨ Enter the initials of the employee who determines that the field forces have information regarding defective pairs.
- ⑩ Enter the cable sheath opening number assigned.
- ⑪ Enter the cable sheath closing number assigned.

Note: If no transfer is involved, enter cable and pair numbers involved in the work.

Note: When opening numbers are assigned, the previous temporary closing number, if any, may be crossed out. This will facilitate locating temporary closings in a particular area.

Fig. 1 — Facsimile of Form E-4024 and Explanation of Entries

