

CONSTRUCTION PLANS - LINE OR STATION TRANSFER

1. GENERAL

- 1.001 This Addendum describes the Line or Station Transfer forms to be used and outlines the procedures to be followed by the Testing, Assignment Forces and Field Forces.
- 1.002 This Addendum is reissued to correct and update the Line or Station Transfer forms.
- 1.003 This Addendum provides a method for tabulating hours and work units on Line or Station Transfer forms in connection with the Plant Cost Results Plan, Installation Section (V61.100, Part 305).
- 1.004 This Addendum provides a means of identifying buried drop activity on the transfer form for work unit credit.
- 1.005 This Addendum establishes Forms SW-6314(a-f), SW-6574(a-f), SW-6574a(a-e), and SW-9392(a-f) in lieu of Forms E-2574, E-2574a, and E-2575.
- 1.006 This Addendum introduces Form SW-6409, Line or Station Transfer Work Sheet, which is a one ply form and can be used by field forces and central office forces (Exhibit 5).
- 1.007 This Addendum deletes provisions for stroking "Other Set Changes" for work unit credit in connection with Line or Station Transfers.

2. FORMS

- 2.01 (Change this paragraph to read:)

All Line or Station Transfer work will be prepared and completed on Forms

SW-6314, SW-6574, SW-6574a, and SW-9392 (Exhibits 1, 2, 3, & 4). The use, preparation and distribution of these forms is the same as outlined in Section 680-300-013.

- 2.05 (Add the following paragraph:)

Forms SW-6314, SW-6574, SW-6574a, and SW-9392 differ from Forms E-2574, E-2574a, and E-2575 as follows:

1. Assignment and ESS copies - Space is provided for PIC cable identification and the districts crew number.
2. Testing copy - Space is provided for PIC cable identification and the districts crew number.
3. Frame and Traffic copies - No change is made on these copies except for PIC cable identification. Provision is made for tabulating hours and employee's crew number on the field copy. When transfers are worked in connection with a service order on Form SW-6314 or SW-9392 a space is provided to show that the time spent on the transfer will be tabulated on the Service Order.

- 2.06 (Add the following paragraph:)

Figure 1 shows the progress log printed on the back of the Central Office copy of Form SW-6574. Make entries as follows:

- (1) Enter date received by frame.
- (2) Enter initials of person receiving Cable Transfer.

- (3) Enter initials of tester.
- (4) Enter initials of frameman and date.
- (5) Enter initials of frameman and date.
- (6) Enter initials of frameman and date.
- (7) Enter cable splicer's name.
- (8) Enter initials of person placing coils and date.
- (9) Enter initials of person removing coils and date.
- (10) Enter initials of person authorizing removal of half taps and date.
- (11) Enter initials of person removing half taps and date.
- (12) Enter date Cable Transfer completed.
- (13) Enter any remarks applicable to job.

4. PREPARATION OF LINE OR STATION TRANSFERS

4.19 (Add the following paragraph:)

The Assignment Forces shall indicate on Forms SW-6314, SW-6574, SW-6574a, and SW-9392 any transfer from aerial to buried drop by placing the letters "BD" (buried drop) on the face of the form in a place readily associated with the proper work operation. (See Plant Cost Results Plan, V61.100, Addendum to Part 305.)

DATE RECEIVED	(1)
LOGGED BY	(2)
NEW PAIRS TESTED BY	(3)
JUMPERS RUN MDF BY	(4)
DATE	
HALF TAPPED BY	(5)
DATE	
THROW WORKED BY	(6)
DATE	
SPLICER'S NAME	(7)
COILS IN NEW PAIRS BY	(8)
DATE	
COILS OUT OF OLD PAIRS BY	(9)
DATE	
O.K. TO REMOVE 1/2 TAPS BY	(10)
DATE	
HALF TAPS REMOVED BY	(11)
DATE	
DATE COMPLETED	(12)
REMARKS	(13)

FIGURE 1
(Back side of Form SW-6574)

11. COMPLETION OF LINE OR STATION TRANSFERS

11.01 (Change this paragraph to read:)

When construction forces complete Line or Station Transfers, the employee in charge of testing will note in red on the face of the testing copy "Completed by Construction". The tester will send the completed copy to the assignment forces for posting, etc. The assignment forces will post their copy to correspond to the completed copy received from the field.

11.07 (Change this paragraph to read:)

The assignment forces will enter the appropriate crew number in the space provided and forward a completed copy of all Line or Station Transfers completed by the Construction Forces to the Central Editing Group. This provides a method for tabulating work units on Line or Station Transfers completed by Construction.

11.09 (Add the following paragraph:)

Line or Station Transfer Associated With a Service Order Completed Together.

1. The installer shall stroke in the space provided "See Related Order" and combine the time spent on the Service Order and the Line or Station Transfer. This time will be placed in appropriate space on the Service Order. Do not show time on the transfer when service order and transfer are completed together.
2. When instrument changes are involved on transfers, labor unit credit will be obtained for these changes by preparing Form SW-9261 (Memo). (Refer to P.A.P. V61.024, Plant Service Order).
3. Upon completion of Line or Station Transfers, the installer will post the appropriate crew number on the field copy.

11.10 (Add the following paragraph:)

Line or Station Transfer Associated With a Service Order but Worked Separate.

1. The installer will stroke in the space provided the time he spent working on the transfer. If more than one day or more than one installer is involved,

additional stroking space is provided.

2. When instrument changes are involved on transfers, labor unit credit will be obtained for these changes by preparing Form SW-9261 (Memo). (Refer to P.A.P. V61.024, Plant Service Order.)
3. Upon completion of Line or Station Transfers, the installer will post the appropriate crew number on the field copy.

Examples of Line or Station Transfers associated with Service Orders but worked separate are as follows:

- a. A Service Order is SA, SR, etc., but the related transfer is completed by the installer.
- b. The Service Order is completed by one installer and the related transfer is completed by another installer.

11.11 (Add the following paragraph:)

Completed Line or Station Transfer not Associated with a Service Order.

1. The installer will stroke in the space provided, the time spent working on the transfer. If more than one installer is involved, additional stroking space is provided.
2. When instrument changes are involved on transfers, labor unit credit will be obtained for these changes by preparing Form SW-9261 (Memo). (Refer to P.A.P. V61.024, Plant Service Order.)
3. Upon completion of Line or Station Transfers, the installer will post the appropriate crew number on the field copy.

NOTE: Construction forces will not be required to stroke the field copy of Line or Station Transfers but will report completions to the test center.

11.12 (Add the following paragraph:)

All Line or Station Transfers completed by the Installation or Repair Forces on measured installation accounts must be forwarded to the Central Editing Group.

11.13 (Add the following paragraph:)

A Business Reply Envelope, Form SW-6560 - Division Suffix, has been established to provide a uniform method for mailing completed f.w. copies, Line or Station Transfers, Plant Service Orders and other data to the Central Editing Group. A transmittal label is printed on the back of the form and must be stroked to indicate the crew number involved and the date the documents were completed. The envelope should contain documents from one crew only unless frame copies on ELI's are involved.

12. ORDERING INFORMATION

12.01 (Change this paragraph to read:)

These forms may be ordered via the Order Invoice Plan.

EXHIBIT 1

FORM SW-6314a

LINE OR STATION TRANSFER

SW-6314 a
(7-74)

CO	OAB	ID	DD	RO	LST NO.		
0	TN	/CS	/OE	/PTY	/BRG		
	F _						
1	TN	/CS	/OE	/PTY	/BRG		
1	F _						
REASON FOR LINE OR STATION TRANSFER							
0	TN	/CS	/OE	/PTY	/BRG		
	F _						
2	TN	/CS	/OE	/PTY	/BRG		
1	F _						
REASON FOR LINE OR STATION TRANSFER							
ASGM COPY		FOR C E G	LST CODE	NO.	REPORT COMPL. TO	O. K. NO.	DATE
			OTHER SET CHANGE CODE	NO.		COMPLETION REPORTED BY	DATE
					CREW NO.		RECORDS POSTED BY

680-300-013			ASSIGN. CENTER										LINE OR STATION TRANSFER										SW 6574-a (REV. 7-74)								
CROSS CONNECT TERMINAL ADDRESS	FROM																					CENTRAL OFFICE _____ WORK ORDER _____ TRANS. NO. _____									
	FROM																					LOCATION OR DESCRIPTION OF WORK _____									
	FROM																					DATE FIELD WORK TO START _____ COMPLETE AFTER _____ SHEET NO. _____ OF _____ SHEETS									
	FROM																					DATE PREPARED _____ BY _____ FOR ASSG'T CALL _____ FOR TEST CALL _____									
	TO																														
		PAIR COUNT																													
NO.	CLASS OF SERV	TELEPHONE OR CIRCUIT NO.	PTY	TELEPHONE NO. BRIDGING	PTY	LEN VER	ORIGINATING EQUIPMENT	CA VER	CABLE					CABLE					CABLE					DISTRIBUTING TERMINAL LOCATIONS	CUSTOMER'S ADDRESS						
									NO.	PAIR	BP	BINDER	PAIR COLOR	NO.	PAIR	BP	BINDER	PAIR COLOR	NO.	PAIR	BP	BINDER	PAIR COLOR								
F																															
①																															
T																															
F																															
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FORM SW-6574

① PROTECTIVE DEVICES REQUIRED SSM SPECIAL SAFEGUARDING MEASURES REQUIRED PX PLACE CROSS CONNECT RX REMOVE CROSS CONNECT DX DO NOT REMOVE CROSS CONNECT	PARTY LINE DATA				FOR CENTRAL EDITING GROUP ONLY	LST	NO. _____ CODE _____	REPORT COMPL. TO CREW NO. _____	O.K. NO.	DATE
	CLASS					OTHER SET CHANGE			COMPLETION REPORTED BY	DATE
	OUT								RECORDS POSTED BY	DATE
	IN									

EXHIBIT 4

FORM SW-9392A

CO		OAB	ID	DD	RO	LST NO			
O	TN		/CS		/OE	/VT	OK NO.	DATE	
	F1	/CA	/PR	/VT	/BP	/TEA		COMPLETION REPORTED BY	DATE
	F2	/CA	/PR	/PR	/BP	/TEA		RECORDS POSTED BY	DATE
1	TN		/CS		/OE	/VT	REPORT COMPL. TO		
	F1	/CA	/PR	/VT	/BP	/TEA			
	F2	/CA	/PR	/PR	/BP	/TEA			
LST CODE									
O	TN		/CS		/OE	/VT	NO.		
	F1	/CA	/PR	/VT	/BP	/TEA			
	F2	/CA	/PR	/PR	/BP	/TEA			
1	TN		/CS		/OE	/VT	NO.		
	F1	/CA	/PR	/VT	/BP	/TEA			
	F2	/CA	/PR	/PR	/BP	/TEA			
LST CODE									
O	TN		/CS		/OE	/VT	LST NO.		
	F1	/CA	/PR	/VT	/BP	/TEA			
	F2	/CA	/PR	/PR	/BP	/TEA			
1	TN		/CS		/OE	/VT	OTHER SET CHANGE NO.		
	F1	/CA	/PR	/VT	/BP	/TEA			
	F2	/CA	/PR	/PR	/BP	/TEA			
LST CODE									

ASGM COPY

LINE OR STATION TRANSFER WORK SHEET

SW-6409
(5-66)

Related
Order No.

LST NO.

O	TN	/CS	/OE	/PTY	/BRG
	----- F__ -----				
I	TN	/CS	/OE	/PTY	/BRG
	----- F__ -----				
O	TN	/CS	/OE	/PTY	/BRG
	----- F__ -----				
I	TN	/CS	/OE	/PTY	/BRG
	----- F__ -----				

FORM SW-6409

EXHIBIT 5

ADDENDUM 680-300-013SW