

PLAN FOR BELL OPERATING COMPANY PRACTICES

1. GENERAL

1.01 This addendum supplements Section H10.103. It is issued to change the designation of sections and addenda issued by the Northwestern Bell Telephone Company; to make changes in the numbering, printing, distribution, and filing of practices; to amplify the information on the issuance of addenda; and to add a paragraph on the use of "Indication of Change" symbols.

2. CLASSIFICATION AND NUMBERING

2.01 Change to read:

Unless other assignments have been obtained from the A. T. & T. Co., Northwestern Bell Tel. Co.-issued practices shall be assigned numbers beginning with .900 in the subdivision of major division in which they logically belong. If several practices are to be issued in a subdivision relating to one building or one exchange such as a group of practices covering operation of Air Conditioning Equipment and another for operation of Heating Equipment in one building or exchange, a three-digit number in the subdivision will be assigned and suffixed by another decimal and one or more digits as required for each item of equipment, e.g., --.912.1 Operation - Refrigeration Equipment - Alpha Bldg., --.912.2 Operation - Heating Equipment - Alpha Bldg. Section numbers for Area-issued practices shall be obtained from the Plant Methods Supervisor, G.O.

2.02 Change to read:

Each section is assigned an alphabetical issue designation starting with the letter "A". The issue letter is raised each time the section is reissued and it is understood that the higher lettered issue replaces any lower lettered issue, i.e., Issue B replaces Issue A.

2.03 Change to read:

Sections prepared by the Northwestern Bell Telephone Company should conform with the System-issued practices, except that the designation "N. W. Bell Tel. Co. Practices" should appear in the place ordinarily occupied by the designation "Bell System Practices." If the section does not apply to all Areas the name of the Area or Areas to which it applies should appear in the place ordinarily occupied by the rating of a System issued section.

3. ADDENDA

3.01 Change to read:

Addenda should be issued to cover such changes as are desired in N. W. Bell Tel. Co. Practices when the sections are not to be reissued immediately, or when changes or departures from existing System-issued practices are made necessary by local conditions. Addenda in general, should cover the following types of information:

- a. Important additions and improvements in the practices.
- b. Requirements or procedures for new apparatus, equipment or systems.
- c. Important changes in existing practices.

An addendum should be issued only when there is an urgent need in the field for information normally covered in the Bell System Practices or N. W. Bell Tel. Co. Practices and when the section which it modifies is sufficiently up to date and of such size that a revision is not warranted at the time.

3.03 Change to read:

Each addendum to either a System-issued practice or a N. W. Bell Tel. Co.

practice should carry its own issue letter starting with Issue A and this therefore may not correspond with the issue letter of the section with which it is associated. The issue letter is raised each time the addendum is re-issued and it is understood that the higher lettered issue replaces any lower lettered issue, i.e., Issue B replaces Issue A.

3.04 Change to read:

Addenda prepared by the Northwestern Bell Telephone Company should conform with the System-issued addenda, except that the designation "N.W. Bell Tel. Co. Practices" should appear in the place ordinarily occupied by the designation "Bell System Practices." If the addendum does not apply to all Areas the name of the Area or Areas to which it does apply should appear in the place ordinarily occupied by the rating of a System-issued addendum.

5. DISTRIBUTION AND REPLACEMENT

Add following paragraphs:

5.02 It is important that the latest issue of sections be used in every case and accordingly checking lists are issued from time to time to facilitate the replacement of obsolete sections and to indicate the latest issues of current sections.

5.03 When a revised System section is distributed it replaces the previous issue of that section and any previously issued System addenda, but does not replace addenda issued by the Northwestern Bell Telephone Company unless specific information to that effect is included in a cancellation notice or digest sheet.

5.04 When a N. W. Bell Tel. Co. Practice section is reissued it replaces the previously issued section and all addenda thereto unless information to the contrary is furnished.

5.05 Revised addenda replace only previously issued material of similar designation.

5.06 Replaced and cancelled material shall be promptly removed from all files.

Add following division:

6. INDICATION OF CHANGES

6.01 Changed and added portions of sections and addenda will, when advantageous, be indicated by a symbol in the margin away from the binding edge. The symbol "#" should be used to indicate revisions and the symbol "##" to indicate additional text.

6.02 Changes will be indicated only if the essential meaning is modified and not for cases where the text has only been reworded or rearranged.