

PLAN FOR ANNOUNCING, ORDERING
AND DISTRIBUTING COMMON SYSTEMS DRAWINGS

1. GENERAL

1.01 This describes the plan for announcing, ordering and distributing the common systems drawings, that are listed in Bell System Practices Section SD-CD 128.000.

1.02 It is issued to include provision for:

- (a) Transmittal of SD & CD drawings, from the plant practice supervisor to users of this information.
- (b) Use of Form P3056, Order for Plant Practices.

2. RESPONSIBILITIES

2.01 The Plant Practice Supervisor will:

- (a) Maintain stocks of common system, SD & CD drawings that are approved for use in this area.
- (b) Obtain, when required, standard drawings not currently approved for use in this area, usually because associated equipment is rated "manufacture discontinued".
- (c) Maintain distribution requirements based on information provided by management employees to whom book size and letter size books have been assigned.
- (d) Forward issues of drawings to management employees to meet their current distribution list requirements.

2.02 Management employees to whom CD & SD handbooks and letter size books have been assigned, will:

- (a) Distribute new and revised drawings to those employees that have handbooks and letter size books for which the management employee is responsible.

(b) Maintain record of drawings ordered in sufficient detail to permit efficient distribution after they are received from the Plant Practice Supervisor.

(c) Notify the Plant Practice Supervisor of any change in assignment, address or quantity of drawings required that will affect the Plant Practice Supervisor's distribution lists.

3. ASSEMBLY CODES

3.01 Assembly codes are alphabetical distribution codes that have been assigned to assemblies of this series and were selected to meet the needs of the work assignment of different force groups. A "Special" assembly is also used to distribute practices for special equipment.

3.02 The assembly code with which an individual practice is identified is shown on the "Checking Lists," of Sections 128.001, 128.001-1, 128.001-2 or 128.001-3.

4. ANNOUNCEMENT LISTS

4.01 Announcement list will:

- (a) List new, replaced and canceled drawings.
- (b) Be numbered serially and prefixed with the letters "SD & CD".
- (c) Serve as the media for transmitting new and revised drawings to employees who have been assigned "SD & CD" handbooks, and letter size books.
- (d) Be distributed by the Plant Practice Supervisor.

4.02 Announcement lists will be prepared in letter size. The numbers of new drawings issued therewith shall be added to the numerical index and checking list in the proper place. The issue number for

revised drawings shall be changed. The list number shall be shown opposite each entry or correction. Then the list shall be filed in numerical order ahead of either SD-CD 128.001, 128.001-1, 128.001-2 or 128.001-3.

5. ORDERING PROCEDURE

5.01 Form P3056, Order for Plant Practices, shall be used to:

- (a) Order new and replacing drawings.
- (b) Cover a change in name or address to which new and revised drawings are to be forwarded.
- (c) Cover a change in the quantity of drawings required by a field management employee.

(d) Provide a means of indicating the name of the employee for whom the drawings are ordered.

5.02 Form P3056 shall be prepared in triplicate. The original and the duplicate shall be forwarded directly to the plant practice supervisor and the triplicate retained for record purposes.

5.03 The original will be retained by the Plant Practice Supervisor, and the duplicate copy will be returned to the originator, either as a transmittal slip with ordered sheets or as a means of indicating the action taken by the Plant Practice Supervisor regarding the order.