

PROCESSING AND TESTING RUBBER GLOVES AND BLANKETS

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1. GENERAL

- 1.01 This practice establishes procedures and requirements for the cleaning, visual inspection, electrical testing, marking, sorting, packing and stocking of insulated gloves and blankets used by field clients (Exhibit 1 Flow Chart-Rubber Products Testing). This function is performed at the Materials Distribution Center (MDC) in Lancaster, Texas.
- 1.02 When this practice is reissued, the reason(s) for reissue will be listed in the paragraph.
- 1.03 Insulating gloves and blankets are designed to provide field clients protection against electrical shock from the phase to ground voltage of power distribution lines. New insulating gloves and blankets must be tested after 12 months and every 9 months thereafter. The testing of these items must be done in accordance with these documents:
 - a) The Technical Reference, TR-TSY-000173 and TR-TSY-000293;
 - b) The American Society for Testing and Materials;
 1. F496-96 (gloves);
 2. F479-95 (blankets);
 - c) The Occupational Health Safety Administration (OSHA) 1910.268;
 - d) The Quality Program Specification (QPS);
 - e) The Process Quality Audit (PQS) and
 - f) The Process Quality Audit Program (PQA).
- 1.04 The insulating gloves (Exhibit 2) which are labeled "F" are the only ones used by Southwestern Bell Telephone Company (SWBT). The gloves used by the company consist of two plies of rubber. The outer ply is black and the inner ply is a contrasting color, either red or yellow. This construction helps to determine the physical condition of the glove.
- 1.05 The insulating blanket is a flexible black sheet made from lead vulcanized Hypalon, an ozone proof synthetic rubber.
- 1.06 The Inventory Management group will generate a repair ticket (FASW6479A-Exhibit 3) on an "as needed" basis to initiate the testing of gloves and blankets. The repair ticket will be generated with consideration given to usage, restocking levels and the unrepaired stock availability.
- 1.07 The Rubber Products Testing Group (RPTG) will verify that each glove is clearly marked/stenciled with its size and labeled with the Southwestern Bell Telephone "F" class designation. Whether the product is a glove or a blanket, the RPTG will stencil the following markings onto each product.
 - a) "Return for Test" and
 - b) The month and year for the retest.
- 1.08 The RPTG personnel must wear Southwestern Bell approved safety glasses and must adhere to all established safety practices and procedures.
- 1.09 The Rubber Products Testing procedures and guidelines are governed by the Quality Assurance Organization (QUA) as stipulated in the Quality Program Specifications 94.751, 94.752 and 95.574.

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- 1.10 Monthly reports utilized by RPTG management are:

REPORT NAME	PURPOSE
a) Rubber Products Quality Summary Report	Summarizes quality reports. Submitted on the 5 th workday
b) In-Process Control Checklist	Monitors requirements and standards
c) Completed Item Inspection Report	Checks glove quality and packaging

Note: See Exhibits 4, 5 and 6 respectively.

- 1.11 All processes in the RPT area are audited monthly or as needed by management.

2. DEFINITIONS

- 2.01 American Society for Testing Materials (ASTM) - An organization that is responsible for providing specifications, technical references and standards for the inspection and testing of rubber products.
- 2.02 Rubber Products Inventory Sheet (Exhibit 7) - A form used weekly to record glove and blanket count activity.
- 2.03 Inventory Management (IM) - A Procurement Services group responsible for managing the products stocked at the MDC. Their activities include forecasting, purchasing, investment control repair and return, and additional inventory control activities.
- 2.04 Locator System Bin/Item Maintenance (LSBM) - A subsystem found within the Southwestern Bell Inventory Management System (SWIMS) which allows the user to perform bin/item maintenance.
- 2.05 Materials Distribution Center (MDC) - A Procurement Services centralized warehouse located in Lancaster, Texas that processes stock orders and material returns for field clients.
- 2.06 Mechanized Locator System (MLS) - A subsystem contained of SWIMS that tracks all material bin locations and bin/item assignments.
- 2.07 Material Request Exception Receipting (MQER) - A function within the material request (MR) subsystem of SWIMS used to receipt gloves and blankets.
- 2.08 Miscellaneous Stock Adjustment Form (MSA) - A form (Exhibit 8) used to record an accurate quantity for adjusting the SWIMS balances.
- 2.09 Procurement Order Entry System (PROES) - A Procurement “front end” system accessed by the field clients to order material from the MDC.
- 2.10 Packing Slip and Receipt Copy (FASW-6479A) - An approved Southwestern Bell form, also known as a Pick Ticket or a Repair Ticket (Exhibit 3). This form is used to perform the selecting and shipping function. This form is also used by field clients to receipt shipments and file claims if appropriate.

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- 2.11 Occupational Health Safety Administration (OSHA) - A federal public service organization which establishes health and safety standards and guidelines for employers. OSHA conducts periodic reviews to determine if companies are in compliance with established standards to ensure that workers are employed in a hazard free work environment.
- 2.12 Process Quality Audit (PQA) - An in-depth review of the quality control/assurance elements of a process. This audit is performed by a representative from Bellcore and results in an appraisal of the process. It also measures the and effectiveness of a specific product's quality program. The audit is issued to the organization engaged in the audit review.
- 2.13 Quality Assurance Organization (QAO) - An organization within the Procurement Services Department responsible for ensuring that products purchased from Southwestern Bell Telephone Company approved suppliers comply with industry established quality standards, SWBT specifications and Bellcore technological requirements.
- 2.14 Quality Program Specifications (QPS) - An aggregation of Bellcore documents which describes the general procedures for directing quality assurance and standards.
- 2.15 Responsibility Code Originating (RCO) - A nine digit number used for tracking accounting transactions. An RCO reflects the entity that **originates** the capital/expense charges or initiates an action which could be budget affecting.
- 2.16 Responsibility Code Charged (RCC) - A nine digit number used for tracking accounting transactions. An RCO reflects the entity that will be **charged** with the capital/expense charges or initiates an action which could be budget affecting.
- 2.17 Repair and Return (R/R) - A process that is used to send items to a supplier for refurbishing and/or modification.
- 2.18 Return Material Notice (FASW-6381 Exhibit 9) - A Southwestern Bell approved form also known as an RMN that is utilized by clients to describe the materials being returned for credit to the MDC. It must be included with the return shipment.
- 2.19 Rubber Gloves Carton Label (RGCL) - A label affixed to a rubber glove carton which indicates the "Return for Test Date" and the final "Disbursement Date" for the rubber gloves.
- 2.20 Rubber Products Testing (RPT) - Work processes performed at the MDC to ensure that SWBT approved gloves and blankets meet required specifications. The purpose of this testing process is to prevent electrical shock to field clients that utilize these products.
- 2.21 Rubber Products Testing Group (RPTG) - Southwestern Bell employees who have responsibility for receiving, shipping, put away and selecting in the RPT area.
- 2.22 Southwestern Inventory Management System (SWIMS) - Procurement's inventory management system. SWIMS maintains inventory records of material stocked at the Materials Distribution Center (MDC) and triggers stock replenishment as items are shipped to the field clients. SWIMS has fifteen separate applications which work together as one integrated system. They provide tracking, distribution, inventory accounting and control, forecasting, stock replenishment and performs other functions for users. An existing interface with CAPRI provides SWIMS with the capability to pass purchase recommendations.

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- 2.23 Test Result Report (TRR) - A local form (Exhibit 10) utilized to record test results from the glove/blanket testing processes.
- 2.24 Water Tank Drainage Log (WTDL) - A local form (Exhibit 11) utilized to record the maintenance activities performed on the Water Tank testing receptacle located in the rubber products testing area.
- 2.25 01 Balance - This term refers to the material that is in the new and repaired inventory balances. This material is available for selection and shipment to the field client.
- 2.26 02 Balance - This term refers to the material that is in the unrepaired inventory balances. This material is not available for selection.

3. MAINTENANCE AND CALIBRATION OF TESTING EQUIPMENT

- 3.01 The equipment in the RPT area will be inspected and have maintenance performed by the appropriate maintenance service personnel on a regular basis to ensure that the testing equipment meets product quality standards.
- 3.02 The Von Corporation's instruction manual located in the RPT area is used to perform daily maintenance/checkout procedures for all testing equipment. All technical questions and/or problems concerning the testing equipment can be referenced in this manual.
- 3.03 A quarterly calibration of the testing equipment will be performed by General Electric Services. Calibration labels indicating current and future calibration dates must be placed on the following machines:
 - a) glove tester;
 - b) blanket tester and
 - c) washer and dryer.The RPTG manager will maintain a file to ensure the machines are calibrated by the assigned due dates.

4. NEW RECEIPTS

- 4.01 New gloves and blankets will be received at the MDC using normal receiving practices (Exhibit 12 Flow Chart-Inbound). The quantities received must be verified against the accompanying shipping papers. If they match, the purchase order will be receipted into the SWIMS system. If the quantities do not agree, a claim will be filed against either the supplier or the carrier, depending on the circumstances surrounding the claim. The RPTG will verify that the material has the positive identification codes to ensure that the material has been properly inspected and tested.

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5. RETURNS

- 5.01 Expired or used gloves and blankets are returned by field clients (Exhibit 13 Work Flow For Returns), accompanied by a Return Material Notice (FASW6381 Exhibit 9). The RMN is removed from the shipping carton(s) related to that shipment inbound from the field client. The returned quantities will be verified against the RMN and if it is incorrect, the RMN will be changed to reflect the actual quantities received. If the shipment does not have an RMN, an RMN is completed with the address found on the boxes. In this situation, the Blanket Authority Number for the market area from which the shipment was received is credited. When accounting information is identified on the return, the client's RCC and Geo Loc is used to apply the credit.
- 5.02 Each individual carton is opened. Gloves are verified as to size, class and proper pairing (right and left). If a carton is received with one glove, an attempt is made to match up with a glove stored in aisle AA. If this cannot be done, then no credit is given for that glove and it is stored in aisle AA. Any tissue found in the gloves is removed.
- 5.03 Gloves are verified, sorted by type/size and then counted. The actual amount received is recorded, dated and initialed on the RMN. The same inbound processing procedure applies to the rubber blankets.
- 5.04 Rubber products are taken to Dispatch Q, Aisles AA-DD (unrepaired) and stocked in bins. SWIMS is updated to reflect the bin location by completing the Stock Handling Sheet (Exhibit 14). Blankets must be stored flat except when the wash, rinse and dry operations are in effect. The RMN is reviewed for updating balances and issuing credit to the user.

6. SELECT FOR REPAIR (RETEST)

- 6.01 Rubber Products held in the unrepaired balances (02) will be scheduled by Inventory Management (IM) for testing. Inventory Management will generate a repair ticket (FASW 6479A) for each item to be tested.
- 6.02 Rubber Products are selected from the 02 balance location shown on the repair ticket. If the location is emptied, a stock handling sheet must be prepared and the MLS is also updated in SWIMS.
- 6.03 Rubber Products awaiting cleaning and serialization and scheduled for testing are selected from their unrepaired locations.

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- 6.04 Selected rubber products are placed in a cart for further processing. The following steps are followed to process the pick tickets through the Pull Cycle:
- a) Pull material from unrepaired stock;
 - b) Place in carts for testing along with one copy of FASW 6479A;
 - c) Update SWIMS (MLS) with empty location;
 - d) Update SWIMS to ship verify; and
 - e) Initial, date and file copy two in "in process" file.
- 6.05 The Pull line of the TRR (Exhibit 10) is initialed when the pull cycle is complete.

7. CLEAN AND SERIALIZE

- 7.01 Rubber products must be inspected to determine if serial numbers are present. Gloves without serial numbers will be serialized after the wash cycle. Gloves will be checked to see if they are paired properly and are the same size and class. All the removable markings must be removed. An SWBT approved solvent is used to remove them. This includes inspecting the shipping cartons and removing all old shipping labels and addresses. Store all reusable boxes in the imprinting and packaging area. Discard any cartons not in useable condition. In the event that a blanket is without a serial number, it must be serialized after the electrical test has been performed.
- 7.02 Remove all previous stamps from the gloves and blankets with ink remover. Faded serial numbers should be darkened if readable or replaced if not in readable condition. Serial numbers are obtained from the Serial Number Log (Exhibit 15).
- 7.03 A Serial Number Log must be maintained. It will include the serial number, date and initials of the originator who assigns the serial number. The serial number range will be determined as needed.
- 7.04 The clean/serialize line of the TRR is initialed upon completion of this cycle.

8. WASH AND DRY

- 8.01 All Rubber Products must be washed and dried. The gloves and blankets must be washed separately. Gloves are prepared for washing by placing no more than 100 gloves in a single wash cycle. Blankets are prepared by placing one or two blankets per bag, not to exceed 8 blankets in a single wash. The washing cycle will require the use of warm, clean water not to exceed 150 degrees. The detergent, tri-sodium phosphate used at a 10 percent mixed solution, must be placed in the number two (2) compartment located on the top left side of the washer.
- 8.02 A measuring cup which holds 100 cc's of the liquid cleansing detergent must be used per individual wash cycle for gloves. The measurement of the liquid cleansing detergent for blankets is 200 cc's. Each wash cycle must be at least thirty minutes in duration. The wash cycle dial should be placed at the permanent press setting button. All traces of the cleaner will be removed by thorough rinsing with warm water, not to exceed 150 degrees. Instructions for operating the washer and dryer can be found in the RPT work area.

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- 8.03 Gloves and blankets will be dried separately. Gloves are prepared for drying by placing no more than 100 gloves in a single drying cycle. Blankets are prepared by placing one or two blankets per bag, not to exceed 8 blankets in a single drying cycle.
- 8.04 The temperature of the dryer must not exceed 150 degree. Local instructions must be followed to set the timing for the drying cycle. Both the washer and dryer are equipped with temperature monitors to aid in insuring the proper temperature is not exceeded. If the temperature should exceed 150 degrees, stop the dryer by turning the dial to off or by opening the door, then call the in-house maintenance department for assistance on 944-9338. Dryer settings are as follows:
- a) Temperature: Medium Cool
 - b) Timer: 20-30 minutes (Maximum 100 gloves or 50 pr.)
10 minutes (per 4 blankets)
 - c) Max. Quantity: 50 pair (100 gloves)
8 blankets (20 minutes)
- The drying process for the gloves after the electrical test is exactly the same, except as noted below:
Refer to Paragraph. 10.05 j.
- a) Temperature: Medium Cool
 - b) Timer: 20-30 minutes
 - c) Quantity: 50 pairs (100 gloves)
- 8.05 Remove gloves from the dryer. Perform an inspection to determine if they are free from the residue of perspiration, grease, paint, tar, creosote and other foreign materials. Petroleum spirits or tri-sodium phosphate are the only solvents recommended for the removal of the residue elements. Local instructions should be followed when using the solvents to remove the residue. No film from the solvent used should be present after rubber products have been cleaned. Rubber products should be returned to the washing cycle if a film is still present. Gloves that cannot be cleaned will be disposed of by cutting them with a heavy pair of scissors from the gauntlet (Exhibit 2) to the fingertip and placing them in the trash.
- 8.06 Blankets must also be free from the residue of grease, oil, paint, tar, creosote and other foreign material once it has gone through the cleansing cycle. Blankets that cannot be cleaned will be disposed of per local guidelines.
- 8.07 The wash/dry line of the TRR is initialed upon completion of this cycle.

9. VISUAL INSPECTION

- 9.01 Each glove must be visually tested by placing it on the glove inflater and inflating it 1.25 times its normal size. The gloves will be inspected per paragraph 3.2 section 2 of the TR-TSY-000173. All imperfections to be observed may also be found in the TR-TSY-000173.
- 9.02 Gloves failing to meet the visual test will be disposed of by cutting the glove with a heavy pair of scissors from the gauntlet to the fingertip and placing it in the trash. The following steps will be used for visual inspection:
- a) Place glove over the inflating plate in an upright position.

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- b) Turn the glove inflater valve assembly to clamp and make sure the valve is well attached over the inflater plate.
 - c) Turn valve assembly to inflate.
 - d) Inflate glove by depressing the foot pedal until the glove is in a stiff upright position, not to exceed 1.25 its normal size.
 - e) The actual visual inspection after inflation consists of systematically examining the glove by:
 - 1) pulling and spreading each finger to stretch the rubber in each finger crotch;
 - 2) looking for evidence of contrasting color (red and yellow) showing through the black outer lining of the glove; and
 - 3) looking for signs of deterioration, ozone cracking or abrasions on the surface of the glove.
 - f) Squeeze the fingers of the glove together and let go: Live rubber will return to its normal position. If there are signs of deterioration or you are doubtful, cut the glove from the gauntlet to the fingertip and record the rejected serial number on the TRR. Refer to Paragraph 3.2.2 of the TR-TSY-000172 for the types of imperfections.
 - g) Turn the valve assembly to deflate.
 - h) Turn valve assembly to release.
 - i) Turn glove inside out and repeat steps a through h.
- 9.03 An unpaired glove which passes the test should be matched with an opposing glove from area AA and placed in the spares bin for reuse. This activity is recorded on the TRR.
- 9.04 Each blanket will be visually inspected by placing on a clean flat surface and rolling tightly, beginning at one of its corners. Inspect the blankets for punctures, blisters, grease, paint, tar, creosote, embedded foreign matter, or other physical defects. Repeat this activity by starting at the opposite end. The blanket should then be reversed and this activity repeated. Each blanket must be rolled and inspected from four (4) different angles to complete this process. For additional information concerning this procedure, please see TR-TSY-000293.
- 9.05 Blankets which fail to meet the visual test will be stamped "DEFECTIVE - NOT FOR ELECTRICAL USE". This marking must be placed on both sides of the blanket. The lettering must be a minimum of 3/8 inch high. The manufacturer's stamp and the ASTM rating must be cutoff. The blanket is then disposed of per local guidelines.
- 9.06 The visual test line of the TRR is initialed upon completion of this cycle which will indicate either accepted or rejected.

10. ELECTRICAL TESTING-GLOVES

- 10.01 A preliminary test without gloves should be run daily to insure the machine is working properly. The following procedure must be followed:
- a) Flip on the power switch on the inside right rear panel of the machine. The light inside the machine should light up.
 - b) Make sure both doors located at either end of the machine are securely closed and locked.
 - c) Turn power switches on front panel of machine to the "on" position. All lights on the front of the machine should light up.
 - d) All probes should be up and glove/sleeve switch should be in the sleeve position.

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- e) Insure that the milliamp meter is set to 0 and kilovolt meter to 5.
 - f) Push start button.
 - g) Allow machine to run through a complete cycle which is 3 minutes.
 - h) Observe that all lights are working and that the kilovolt meter rises properly.
 - i) When test is complete and audible signal sounds, push stop button.
 - j) If no complications are found, machine is ready for testing each probe.
 - k) Each glove probe is then tested one at a time by repeating steps f through j. (Example: On position one, the probe is down and all others are up. Cycle is run and red light flashes, cycle stops. On position two, the probe is down and all others are up, etc.)
- 10.02 Class "F" gloves shall withstand an alternating potential of 20,000 volts (RMS) for three (3) minutes. The leakage current shall not exceed 16 milliamperes (total current). The leakage current meters located above each glove station will be monitored during the electrical test cycle to ensure the leakage current does not exceed the required milliamps.
- 10.03 Class "E" gloves are disposed of and not used by SWBT.
- 10.04 Gloves will be tested in accordance with the TR-TSY-000173. Up to ten gloves will be tested automatically and simultaneously. Each glove will be attached by clothespin holders which do not pinch the gloves. The electrical probe must be completely inside the glove.
- 10.05 If at any time during the electrical testing, a glove fails the test before the "TEST COMPLETE" light flashes, the glove must be removed and disposed of according to the established local procedures. The remaining gloves will be tested until the "TEST COMPLETE" light flashes. The steps for electrical glove test in order of sequence is as follows.
- a) Preliminary test.
 - b) Check switches for proper setting.
 - c) Record serial number and position number on TRR.
 - d) Attach gloves to clothespins.
 - e) Push start button.
 - f) Begin timing for 3 minutes observing that the kilovolt meter rises properly.
 - g) If only the amber light flashes on its position during the test, remove the glove, dry and put back on. Restart the machine.
 - h) If only the amber light flashes again, remove the glove and cut it from the gauntlet to the fingertip and place in the trash.
 - i) Record the serial number of the failed glove on the TRR.
 - j) Observe readings at the end of 3 minutes.
 - k) When audible signal sounds, push stop button.
 - l) Remove gloves that pass the test from the machine and place in mesh bags in preparation for the drying cycle.
 - m) If gloves fail, cut it from the gauntlet to the fingertip and place in the trash.
 - n) After the electrical test is complete, the drying process for the gloves is followed as indicated in Paragraph 8.04, except as noted below:
 - 1) Temperature:----- Medium Cool
 - 2) Timer:----- 20-30 minutes
 - 3) Quantity:----- 50 pairs (100 gloves)

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11. ELECTRICAL TESTING-BLANKETS

- 11.01 A preliminary test must be performed daily to insure the machine is working properly by following these procedures:
- Turn power on by flipping the top four (4) switches. Green, red and yellow indicator lights will come on.
 - Pull knob at lower left to release drawer.
 - Pull open loading drawer and place a nickel in the center of the bottom electrode.
 - Push drawer in. Push knob in and set readout to 5.0 kilovolts.
 - Press start button. The voltmeter should stay on zero, the milliamp meter should go up a little and high leakage failure light (yellow) should go out. This will stop the machine.
 - Pull knob out, open the drawer and remove the nickel.
 - Close the drawer, push in knob and flip all four switches to the "off" position. The machine is ready for testing.
- 11.02 Begin testing blankets per the following instructions after the blanket testing machine has satisfactorily passed the preliminary test:
- Turn power on (see A above).
 - Pull out release knob.
 - Load blanket into machine by lining up with premarked borders.
 - Push drawer shut and push release knob.
 - Set kilovolts to 20.0.
 - Push start button to begin the 3 minute test.
 - After kilovolts reach 20.0, the timer will begin.
 - After 3 minutes without a failure, a green light will light, indicating a successful test.
 - Pull load knob.
 - Pull open drawer and remove the blanket.
- 11.03 Blankets will be tested by placing one blanket in the drawer. The test voltage indicator must be set at 20 kv. The blankets must withstand the 20,000 volts of alternating potential for three (3) minutes and must not become noticeably hot at any spot nor show any signs of weakness.
- 11.04 Blankets must not have any leakage currents while the electrical test is being conducted.
- 11.05 Any failures will stop the timer and the red light will go out. Any blanket failing to meet any of the required tests will be stamped "DEFECTIVE - NOT FOR ELECTRICAL USE" on both sides of the blanket. This marking must be a minimum of 3/8 inches high. The manufacturer's stamp and the ASTM rating must be cutoff defective blankets. Defective blankets are then palletized and disposed of per local guidelines.
- 11.06 The blanket/glove test column of the TRR (Exhibit 10) is posted with the test results; either accepted or rejected. Each line of TRR will be completed with the necessary information.
- 11.07 The total quantities of blankets/gloves which were either repaired/junked will be updated in SWIMS by using the MQR function.

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12. WATER TANK MAINTENANCE

- 12.01 The water tank which is used during the electrical testing will be drained, cleaned and refilled at the first of each month.
- 12.02 The water tank is drained by activating a lever located on the bottom left end of the high voltage tank. The lever is moved toward the back to allow the water to drain from the tank.
- 12.03 The tank is refilled by performing the following:
- a) The power switch on the instrument panel is turned to the "ON" position.
 - b) The safety switch on the instrument panel is turned to the "ON" position.
 - c) The fan switch is turned to the "ON" position.
 - d) The H.V. Delay switch should be turned to zero (O).
 - e) Turn all water solenoid switches at each test position to the "ON" position.
 - f) Push the "START" button.
- 12.04 Water tank maintenance is recorded on the Water Tank Drainage Log (Exhibit 11) which is located inside the left door of the glove testing machine. The manager of the rubber products area is responsible for the maintenance of the Water Tank Drainage Log.

13. IMPRINTING

- 13.01 Gloves that pass the test requirements must be imprinted with the following 1/4" Markings:
- a) Return for Test.
 - b) Month for the Test (three letter abbreviation).
 - c) Year for the Test (four digits).
 - d) Tested by SWBT.
- 13.02 When the glove is imprinted, items a, b and c referenced in Paragraph 12.01, must be shown on one line not exceeding three (3) inches in length. Item C must reflect a date nine months from the date tested. Refer to Return for Test Schedule (Exhibit 16) to determine "Return for Test Date." The imprinting must be placed close to the gloves gauntlet without overlapping any previous imprints. See Paragraph 13.05 for an example of the imprint.
- 13.03 The blankets are imprinted using the same criteria as the gloves except that the markings must be approximately three inches from either corner.
- 13.04 The ink used to imprint both gloves and blankets will be a non-corrosive, non-etching ink. Directions for using the ink products are as follows:
- a) The ink used for the stamp pad should be fast drying, resist abrasions, heat and smearing caused by other fluids.
 - b) The ink used should have the capabilities of adhering to metals, plastics, glass, wood, paper, painted surfaces, etc.
 - c) The ink used should be compatible with the rubber stamp and stamp pads used.
 - d) The ink used should not be mixed with other ink.
 - e) The ink should be poured on the ink pad and worked in evenly with a brush or with the back of a knife. Avoid overfilling the stamp pad.

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- f) The stamp pad surface should be clean and free from debris.
- g) When the pad becomes dry, a small amount of reactivator should be poured on the ink pad.
- h) The rubber stamps must be cleaned frequently and must be free from debris at all times.
- i) Too much ink in the pad will cause poor impressions from the stamp.
- j) If the ink flows between the letters on the stamp when contact is made with the pad, this is a clear indication that the pad is over saturated with ink. The excess ink may be removed from the pad by blotting it with a clean, lint free cloth.
- k) Additional ink should be added to the pad when required.
- l) The ink used shouldn't have any harmful effects on rubber stamps or stamp pads.
- m) The ink can be easily cleaned and removed from all non-porous surface with ink remover.

13.05 An example of the stamps are as follows:

TESTED BY SWBT
RETURN FOR TEST AUG 1997 **E***
Materials Distribution Center
Lancaster, Texas 75134

*A separate stamp is used for the date to be returned.

13.06 When the imprinting is completed on gloves and/or blankets, the imprinting line on the TRR (Exhibit 10) is completed.

14. DUSTING

- 14.01 Gloves that pass the tests must be sorted into pairs by using this criteria:
- a) A right and left hand glove of the same size will make the pair;
 - b) Each glove which constitutes the pair must have a type "F" designation; and
 - c) The right and left hand glove must have the same finger shape (either curved or straight).
- 14.02 Prior to beginning the dusting process, turn on exhaust fan. This will protect the operator from excess airborne dust.
- 14.03 Gloves are taken to the dusting station where the inside is dusted with talcum powder to prevent the gloves from sticking together and to prevent moisture buildup while not in use. The gloves are then stuffed with tissue paper to prevent losing their normal shape.
- 14.04 Gloves that have been stamped, dusted and stuffed with tissue, are laid on the packaging table for final inspection. Any gloves with hard to read stamps are removed and put through the imprinting process again.
- 14.06 The dusting line of the TRR is completed.

15. PACKING AND MARKING OF CONTAINERS

- 15.01 A pair of gloves must be packed in a suitable container in this manner:
- a) One of the gloves should be placed in the bottom of the carton with the finger side upward. The other one should be laid on top of it with the finger side pointing downward touching the gauntlet of the first glove.

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- b) Gloves should be placed in the containers in opposing directions.
 - c) Gloves should not be folded or pinched.
- 15.02 Cartons containing gloves must be marked with the following:
- a) The size, type and designation of the gloves enclosed in the container.
 - b) "Return for Test" Date (the date that the field will return the gloves to the MDC for retest - nine months after the date of the test shown on the gloves. See Return for Test Schedule Exhibit 16).
 - c) "Do Not Disburse After" Date (the date that the field will no longer be issued the gloves from the MDC; three months after the date of test).
- 15.03 Each blanket must be rolled up with an inner diameter of not less than 3.5 inches and packed for shipment in an individual container. Refer to Paragraph 15.07 for container marking examples.
- 15.04 The boxes must be banded or secured with tape so they do not come apart during storage or shipment.
- 15.05 Both gloves and blankets will be placed in the repaired (01) prime locations at the MDC. Bin maintenance must be performed using the Locator System Bin/Item Maintenance subsystem in SWIMS to reflect the prime/alternate storage locations.
- 15.06 The pack/mark line of the TRR is completed.
- 15.07 Examples of container markings are as follows:

ONE PAIR
SIZE 10
F INSULATING GLOVES
TR-TSY-000173
RETURN FOR TEST DECEMBER 1996
DO NOT DISBURSE AFTER JUNE 1996

TEST BY: Southwestern Bell Telephone Co.
Lancaster, TX

GLOVE MARKING EXAMPLE

ONE
RUBBER INSULATING BLANKET
TR-TSY-000293
RETURN FOR TEST DECEMBER 1996
DO NOT DISBURSE AFTER JUNE 1996

TEST BY: Southwestern Bell Telephone Co.
Lancaster, TX

BLANKET MARKING EXAMPLE

16. MATERIAL REQUESTS

- 16.01 Both gloves and blankets will be requested by the field client via CPOMS or PROES. A pick ticket is generated as a result of the request for selection.

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- 16.02 The gloves and blankets are selected from the 01 balance by following the instructions shown on the pick ticket. Every effort should be made to ship new gloves and blankets first. Gloves are selected according to the size ordered on the ticket. The user should be sent gloves and blankets with nine months usage, or not less than six months usage. Example: It is April 1 and you receive an order for F 10 gloves. On the shelf there are gloves with a "Return for Test" date of November or December. December gloves should be sent out. November stock is sent out only if December stock is depleted. Gloves tested during the month of April will have a "Return for Test" date of January. These gloves should not be sent out until May 1, unless gloves with a December "Return for Test" date is depleted.
- 16.03 The pick ticket is initialed after selection. The gloves/blanket are prepared for shipment by packing them in the appropriate box and if the size of the order warrants, banding the boxes together. The number of the boxes should be written on the shipping label. Remove the green shipping label from the ticket and attach to the package along with the first copy of the ticket and place in a "Packing Slip Enclosed" envelope. The second copy of the ticket is retained with other routine pick tickets. Mark the truck route (from the ticket) on the package and if more than one package is required for an order, mark each box 1 of 3, 2 of 3 etc. Take the material to the Shipping Department.

17. COUNTING

- 17.01 Weekly, a count will be performed on gloves and blankets using the Rubber Product Inventory Sheet (Exhibit 7). At the end of each month, any gloves or blankets that have a "Do Not Disburse After" date, for that month must be returned to the unrepared (02) balance. This is done on the 5th day of the next month. MSA sheets are used to transfer the material from repaired to unrepared..

18. EMPLOYEE TRAINING

- 18.01 Management must ensure that employees in the RPT area are adequately trained. This is to ensure that the rubber products testing process is performed in compliance with the established procedures and quality objectives.
- 18.02 Responsibilities and actions of the employees performing the RPT process must be observed and documented. The purpose is to "certify" them before they can work alone without supervision/observation by a manager and/or another person that is certified as RPT trained. Management must place a certification document in an employee's personnel binder when that employee successfully completes certification requirements.
- 18.03 It is generally accepted that an employee will gain certification within 60 days of assignment to the RPT testing area. Exceptions to this will be documented and placed in the employee's personnel binder.
- 18.04 Certification is achieved when an employee has satisfactorily completed and achieved a knowledge of the following:
- a) The Appropriate Job Aids.
 - b) SW748-100-909.
 - c) Flow Charts.
 - d) The Appropriate Technical References.
- 18.05 Management must observe the employee's completion of the following RPT phases:
- a) Returns,

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- b) Stocking,
- c) Pull, clean, wash and dry,
- d) Visual Test,
- e) Electrical Test,
- f) Imprinting,
- g) Dusting and
- h) Packing.

- 18.06 When an employee has completed the above for certification, management will be required to conduct an interview to determine if the employee has and can demonstrate an understanding of the RPT process. Certification will be awarded and documented when the employee is in compliance with the established procedures and guidelines. If certification is not awarded upon the first attempt to become certified, the employee must be retested in the areas where the failure occurred.

19. ADMINISTRATIVE (FORMS)

- 19.01 Miscellaneous Stock Adjustment (MSA-Exhibit 8). - A form used to transfer the material from repaired to unrepaired. At the end of each month, any gloves or blankets that have a "Do Not Disburse After" date, for that month must be returned to the unrepaired (02) balance.
- 19.02 Rubber Products Inventory Sheet (Exhibit 7) - Every Friday, after tickets are selected from repaired (01), a count is taken by size, type and month in both the Repaired/new (01 Balance) and the Unrepaired (02 Balance) and verified in SWIMS. The Rubber Products Inventory Sheet is used to record the values counted.
- 19.03 Return Material Notice FASW-6381 (RMN-Exhibit 9). - The RMN is received with the returns or completed by the RPTG. This form should be completely filled out with RCO/RCC and Authority number. The information on the RMN such as the Tool authority number or CPOMS authority number is used for issuing credit to the user.
- 19.04 Test Result Report (TRR-Exhibit 10). - This form is initiated by the RPTG starting with the "Pull" function and is used to record all gloves and blanket serial numbers and test results during the various phases of testing. This form is kept with a copy of the Repair and Return pick ticket and filed in the RPT area.
- 19.05 Water Tank Drainage Log (WTDG-Exhibit 11). - The first of each month the tank in the electrical glove tester is drained and recorded on this log located inside the left door of the machine.
- 19.06 Trouble Report Log Form (TL-Exhibit 17). - Trouble found with electrical test equipment used for testing operations is logged in this book with the name of the person called for maintenance and results of repair.

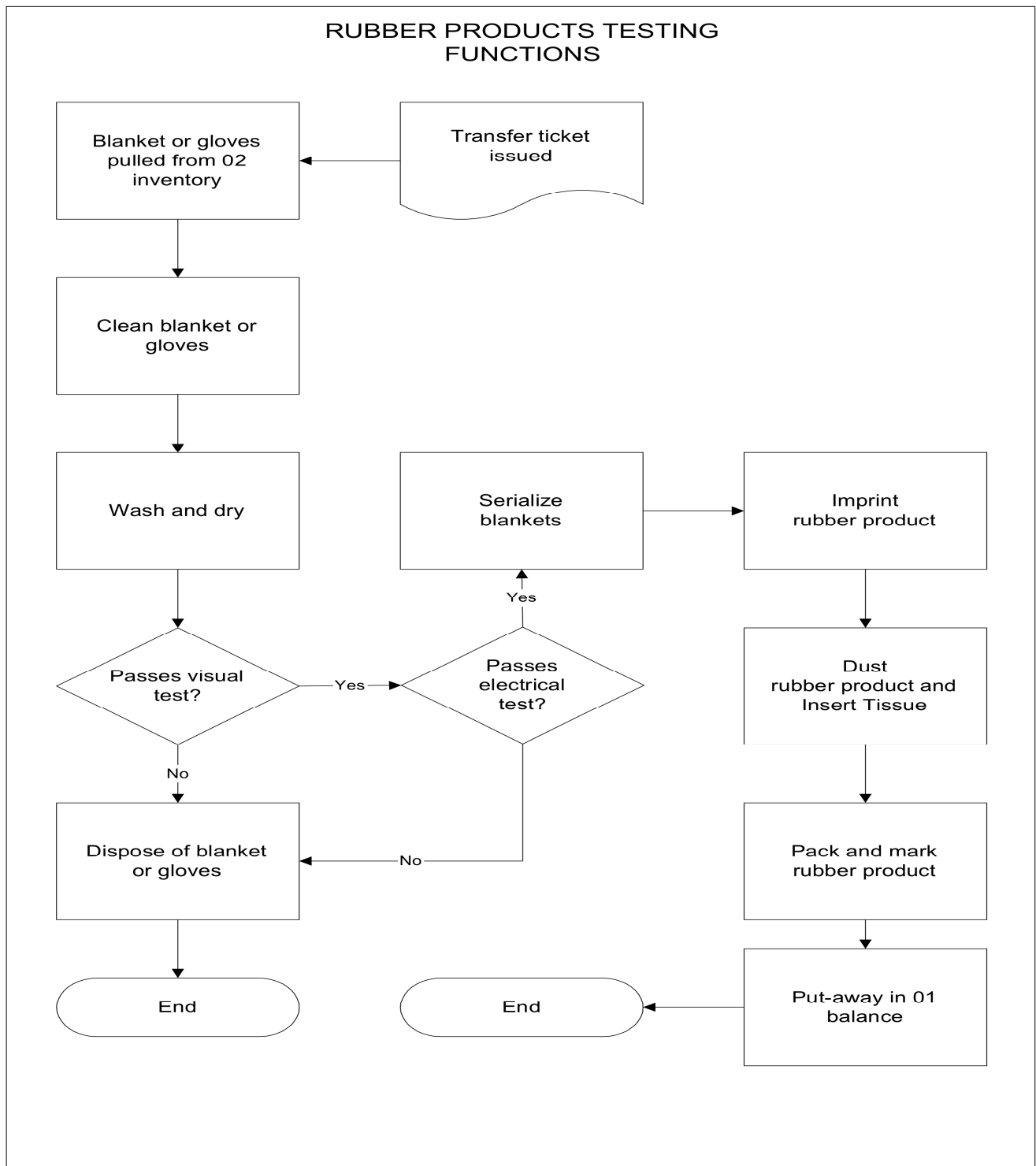
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- 19.07 Repaired Gloves Carton Label (RGCL). - These labels are attached to each carton of approved gloves upon completion of the testing operation, stating the Return for Test and Do Not Disburse After Dates. Labels are produced using the Personal Computer (PC) programmed for this operation. The amount of labels are determined by the amount of gloves that pass the testing procedures. For instructions for producing labels see Label Making Instructions (Exhibit 18).
- 19.08 Issues (Exhibit 3). - These pick tickets are received daily to ship repaired gloves/blankets to the field. Gloves/blankets are selected and prepared for shipment using normal packaging procedures. Gloves and blankets are then taken to the Shipping Department and staged according to the truck route shown on the pick ticket.
- 19.09 Test Results Report Checklist (Exhibit 19) This form is used to perform quality by management.

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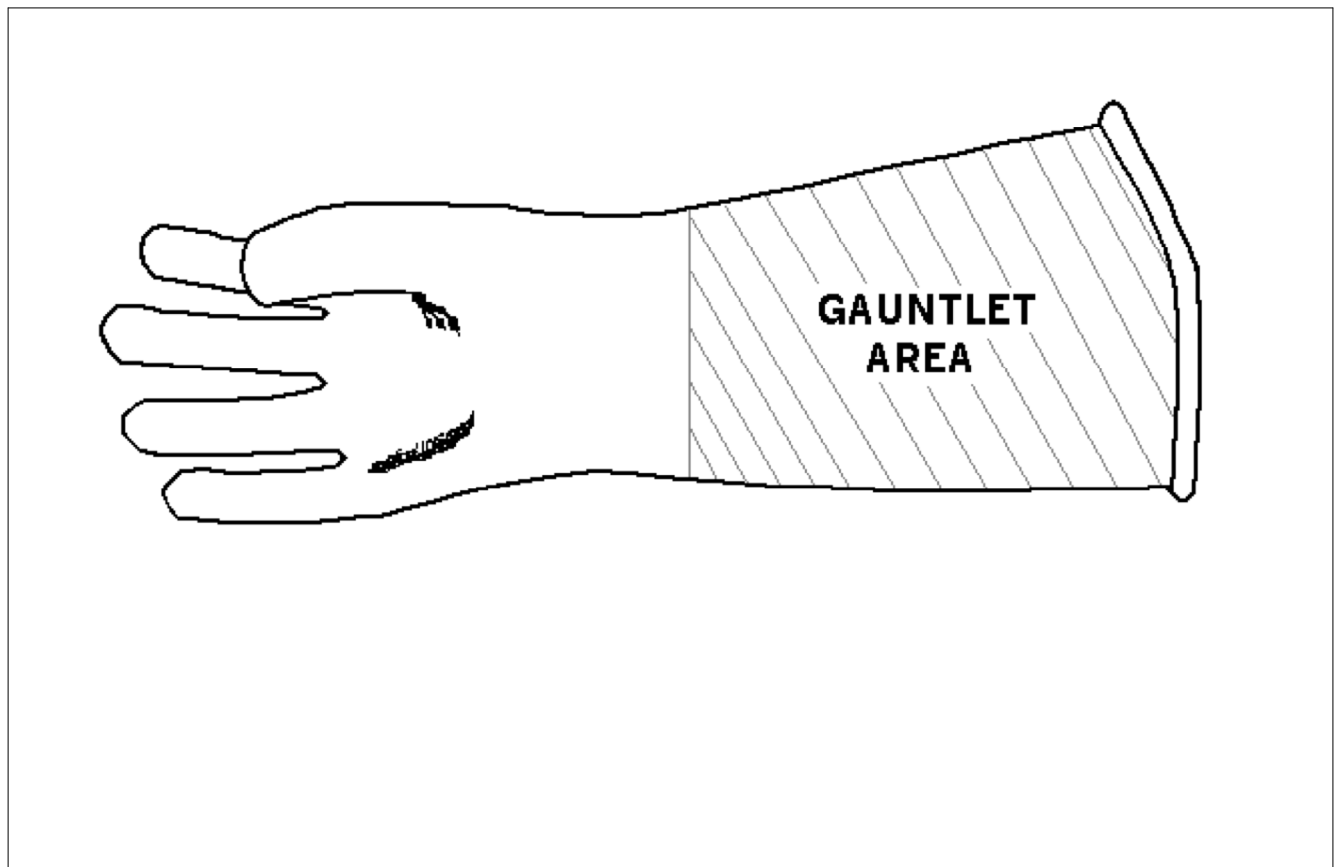
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EXHIBIT 1 FLOW CHART-RUBBER PRODUCTS TESTING

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EXHIBIT 2 RUBBER GLOVE



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EXHIBIT 3 PICK TICKET

 Southwestern Bell Telephone		PACKING SLIP & RECEIPT COPY FOR LOCAL RETENTION IF MATERIAL IS CORRECT										TICKET NUMBER SHIP FROM DATE SEQ. <hr/> PAGE OF PAGES <hr/> TKT OF TKTS <hr/> TRANSPORTATION INFO SHIPPED VIA DATE <hr/> SHIPPING RECEIPT NO. TRANSPORTATION CHARGES													
		MR#					M E S S A G E S SHIP VIA								F.I.C. CODE										
															EMERGENCY RESPONSE (HAZARDOUS EMERGENCIES ONLY) 1-800-424-9300 (AVAILABLE 24 HOURS DAILY)										
															THIS IS TO CERTIFY THAT THE MATERIALS LISTED ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELLED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.										
RETENTION PERIOD - 1 YEAR FLSW 6420A (REV. 11-84)		D ZONE		REQUESTOR		R.C.C.		AUTH.		MU		AAC		GEO. LOC.		R.C.O.		DATE CREATED							
		ALT. GEO.				EST. C.W.O.K.C.								C.P.R. CODE											
PRIME BIN		PID COMMODITY CODE LINE ITEM		DESCRIPTION AND MESSAGES FREIGHT CLASS ALT. BINS										QTY. REQ. PREV ON TICKETS		QTY. B/O PROMISE DATE NEED DATE		QUANTITY TO PICK		UOM		PRICE \$ \$ C C		AMOUNT \$ \$ C C	
SELECTED BY:		CHECKED BY:		DATE:										RECEIVED BY:		DATE:		TOTAL AMOUNT							

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EXHIBIT 4 RUBBER PRODUCTS QUALITY SUMMARY REPORT

RUBBER PRODUCTS QUALITY SUMMARY REPORT
TEST FAILURES
YEAR _____

	JAN	FEB	MAR	APR	MAY	JUN
GLOVES CLASS F						
TOT QTY TESTED						
QTY Visual TEST FAILS						
QTY Visual TEST FAILS %						
QTY Electric TEST FAILS						
BLANKETS						
TOT QTY TESTED						
QTY Visual TEST FAILS						
QTY Visual TEST FAILS%						
QTY Electric TEST FAILS						
QTY Electric TEST FAIL%						

	JULY	AUG	SEPT	OCT	NOV	DEC
GLOVES CLASS F						
TOT QTY TESTED						
QTY Visual TEST FAILS						
QTY Visual TEST FAILS %						
QTY Electric TEST FAILS						
BLANKETS						
TOT QTY TESTED						
QTY Visual TEST FAILS						
QTY Visual TEST FAILS%						
QTY Electric TEST FAILS						
QTY Electric TEST FAIL%						

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EXHIBIT 5 IN PROCESS CONTROL CHECKLIST**IN PROCESS CONTROL CHECKLIST**

PREPARED BY _____

DATE _____

INSTRUCTIONS:

Described below are the phases of the RPT process which require inspection as the activities are performed within them:

PHASE 1	RECEIPT	INSPECTION
1.	Old (in service) sorted by type and class	_____
2.	RMN - SWIMS returns Processes/issues	_____
3.	Stock handling Sheet - load in MLS	_____
4.	Hold in Dispatch Area Q (AA - DD)	_____
5.	Correct RMN (qty etc.) as needed	_____
6.	New - Verify quantity receipted	_____
7.	Verify Supplier package seal unbroken	_____
8.	Verify Bellcore positive access/ inspection on package	_____
PHASE 2	PULL	
1.	From unrepaired	_____
2.	Pick ticket Quantity	_____
3.	Initiate and initial TRR	_____
PHASE 3	CLEAN AND SERIALIZE	
1.	Remove previous marking	_____
2.	Remove old labels from boxes	_____
3.	Serialize gloves and blankets w/o #'s	_____
4.	Serialize number log	_____
5.	Initial TRR	_____
PHASE 4	WASH AND DRY	
1.	Mild detergent	_____
2.	Up to 100 gloves per load	_____
3.	Two blankets per each two mesh bags per load	_____
4.	30 minute wash cycle	_____
5.	20 minute dry cycle for gloves	_____
6.	10 minute dry cycle for blankets	_____
7.	Initial the TRR	_____
PHASE 5	VISUAL INSPECTION	
1.	Class F 1.25 (normal size) (max.)	_____
2.	Imperfections per TR-TSY-00173	_____
3.	Defects - cut from gauntlet to fingertip	_____
4.	Regulated Air pressure	_____
5.	Blankets defects stamp "Defective - Not For Electrical Use"	_____
6.	Mark Reject on TRR if gloves or blankets fails	_____
7.	Initial TRR for accountability	_____

EXHIBIT 5(CONT'D)**PROPRIETARY**

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**IN PROCESS CONTROL CHECKLIST
(CONTINUED)**

PHASE 6 ELECTRICAL

Gloves

1. Class F - 20kv 3 min - leakage 16 ma max. _____
2. Cuff - water level; 2.0 - 2.5 _____
3. Rate of Voltage rise - 1000 volts per sec _____
4. Leakage current reading after 2 min. test time _____
5. Leakage tolerance (e -14 ma) (f=16ma) _____
6. Cut defective gloves at once _____
7. Dry - 30 minutes at 150 degrees max. _____

Blankets

1. Blankets - Palletized for disposal _____
2. Stamp defective _____
3. Cut Logo/I. D. corner off _____

PHASE 7 STAMPING

Gloves and Blankets

- Return for test date 9 months after test date _____
- ¼" letters _____
- Tested by SWBT _____

PHASE 8 SORTING AND PACKING

Gloves

- Sort into pairs and same size _____
- Dust inside with powder _____
- Stuff with tissue paper _____
- Lay pair in box with gloves in opposite direction _____

Blankets

- Roll up (ID not less than 3.5 inches), pack in box _____
- Label box with "Return for Test" date (9 months) _____
- Label box with "Do Not Disburse
After" date (1 mo. Life) _____
- Initial TRR for accountability _____

EXHIBIT 6 COMPLETED ITEM INSPECTION REPORT

COMPLETED ITEM INSPECTION REPORT

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PREPARED BY: _____

DATE: _____

INSPECT

1. Condition of box _____
2. Correct dates stamped on label _____
 - a. Return on test date _____
 - b. Do not disburse after _____
3. Size of glove matching label _____
4. Glove date stamped _____
5. Right and left hand in box _____
6. Tissue in glove _____
7. Gloves reversed in the box _____
8. Box taped and sealed _____
9. TRR report matches gloves going to 01 _____
 - Verify size _____
 - Spot check serial # _____

Check TRR report initialed and correctly documented _____

COMMENTS (Deviations, etc. should be noted)

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EXHIBIT 7 RUBBER PRODUCTS INVENTORY SHEET

RUBBER PRODUCTS INVENTORY SHEET						
Date _____						
	Size F 8	Size F 9½	Size F 10	Size F 11	Size F 12	BLANKETS
New/repared (01 Balance)						
Total New/ repared						
Unrepaired (02 Balance)						
Total Unrepaired						

Revised 9/96

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EXHIBIT 8 MISCELLANEOUS STOCK ADJUSTMENTS FORM**MISCELLANEOUS STOCK ADJUSTMENTS**

THIS FORM WILL BE USED TO CREATE A PICK TICKET FOR THE PURPOSE OF CHANGING STOCK BALANCES. COMPLETE FORM AND ROUTE TO THE INFORMATION CENTER FOR KEY ENTRY.

 Authority Number MU Geo. Loc. Account Name

 Geo. Loc. Address City State Zip

 Title Override

 RCC

 VARIABLE REQUISITION INFORMATION

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COPY 1 - FILE WITH COPY OF PICK TICKET
 COPY 2 - ORIGINATORS

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EXHIBIT 9 RETURNED MATERIAL NOTICE (RMN)

[illegible]

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EXHIBIT 10 TEST RESULTS (TRR) REPORT

TEST RESULTS REPORT (TRR)											PAGE ____ OF ____	
ORDER # _____					ORDER QUANTITY _____					DATE _____		
		Qty	Acc	Rej	Date	Initial		Qty	Acc	Rej	Date	Initial
1. Pull	_____	_____	_____	_____	_____	_____	6. Blanket Test*	_____	_____	_____	_____	_____
2. Clean	_____	_____	_____	_____	_____	_____	7. Glove Test*	_____	_____	_____	_____	_____
3. Wash/Dry	_____	_____	_____	_____	_____	_____	8. Imprinting	_____	_____	_____	_____	_____
4. Serialize	_____	_____	_____	_____	_____	_____	9. Dusting	_____	_____	_____	_____	_____
5. Visual	_____	_____	_____	_____	_____	_____	10. Pack/Mark	_____	_____	_____	_____	_____

L	R	Serial #	Visual *(Acc/Rej)	Date	Initial		Blanket Test *(Acc/Rej)	Glove Test *(Acc/Rej)	Date	Initial
						1				
						2				
						3				
						4				
						5				
						6				
						7				
						8				
						9				
						10				
						11				
						12				
						13				
						14				
						15				
						16				
						17				
						18				
						19				
						20				
						21				
						22				
						23				
						24				
						25				

SUMMARY:	GLOVES []	SIZE _____	TYPE F []	BLANKETS []
TOTAL:	TESTED _____	PASSED _____	REJECTED _____	SPARES _____

Reviewed by: _____	Title _____	Date _____
Reviewed by: _____	Title _____	Date _____

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EXHIBIT 11 WATER TANK DRAINAGE LOG

SUPERVISOR'S

TANK DRAIN LOG (VERIFICATION)

THE WATER TANK WILL BE DRAINED, CLEANED AND REFILLED THE FIRST OF EACH MONTH. PLEASE RECORD DATE AND INITIAL OF RPTG EMPLOYEE DRAINING THE TANK.

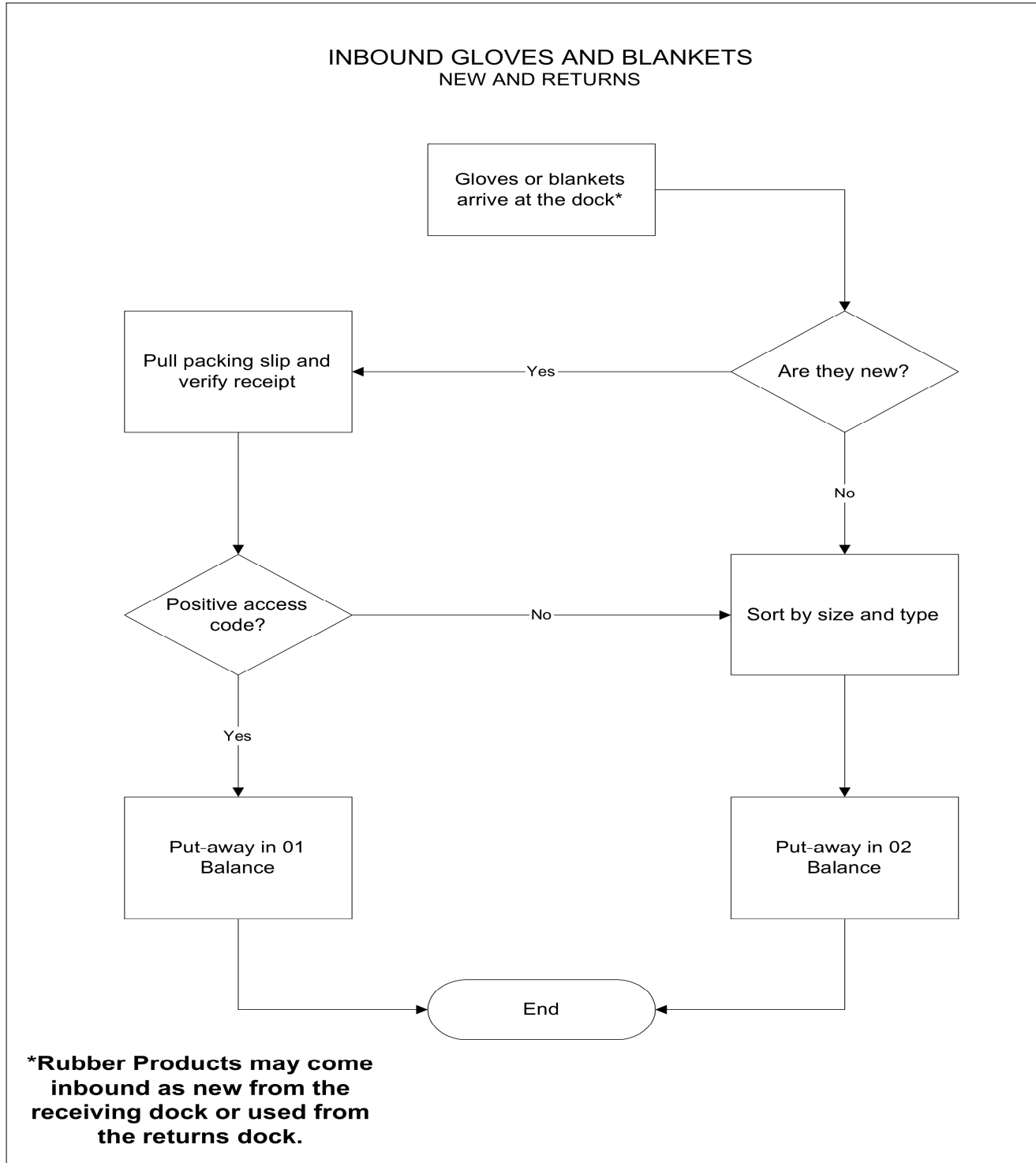
[illegible]

NOTE: SUPERVISOR OBTAINS RPTG EMPLOYEE'S INITIALS FROM LABEL ON DOOR
GLOVE TESTER. THIS VERIFIES/DOCUMENTS TANK DRAINED "PROCESS"
CHECKED BY SUPERVISOR. (X'D-UP)

Revised 8/96

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EXHIBIT 12 FLOW CHART-INBOUND

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EXHIBIT 13 WORK FLOW FOR RETURNS

WORK FLOW PROCESS FROM UNREPAIRED THROUGH REPAIRED

Returns (02) unrepaired material

1. Open boxes.
2. Check for RMN and verify RMN #, return from address, RCO, RCC, Location code, Account/Function Code and Tool authority or CPOMS authority number.
3. Check for right and left glove.
4. Check size.
5. Place gloves/blankets in 02 bins.
6. Input accounting information from RMN into SWIMS.

Repair process

1. Transfer to ticket generated, pull exact number of gloves or blankets as requested on the ticket from unrepaired (02) bins and place in cart.
2. Start TRR.
3. Ship verify ticket.
4. Stamp removal, spot clean and serialize (serial log book).
5. Wash 50 pair of gloves or 8 blankets per wash cycle of 30 minutes.
6. Dry 50 pair of gloves or 8 blankets per dry cycle of 20 minutes.
7. Visual inspection of gloves.
Inside and outside.
Pass - go to step 9.
Fail - reject and cut glove at that time and record serial number and reject on TRR.
8. Visual inspection of blankets.
Both sides.
Pass - go to step 9.
Fail - reject and cut blanket at that time and record serial number and reject on TRR.
9. Electrical test (3 minutes).
Load gloves and record serial numbers on the TRR.
Record leakage on TRR at two minute point of test.
Pass - Go to step 10.
Fail - Reject and cut up at that time.
10. Dry Gloves only (20 minutes).
Same as step 6.
11. Pair gloves by manufacturer, size, color, right and left.
12. Imprinting.
First rubber stamp consists of:

Tested By SWBT
Return For Test
Materials Distribution Center
Lancaster, Texas 75146

A second rubber stamp consists of month and year

EXHIBIT 13 WORK FLOW FOR RETURNS (CONT'D)

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WORK FLOW PROCESS FROM UNREPAIRED THROUGH REPAIRED

13. Turn exhaust fan on at powdering station.
14. Powder.
15. Tissue.
16. Final inspection (imprinting process).
17. Pass - Go to step 19.
18. Fail - Repeat necessary steps.
19. Package.
20. Attach labels to boxes.
21. Seal boxes.
22. Place gloves/blankets in repaired (01) bins.
23. Complete ticket.
24. Initial.
25. Date.
26. Input into SWIMS.
27. Attached TRR to corresponding ticket and file.
28. Repair process is complete.

[illegible][illegible][illegible]

Page 35

EXHIBIT 16 RETURN FOR TEST SCHEDULES

RETURN FOR TEST SCHEDULE		
<u>TEST</u>	<u>DO NOT DISBURSE AFTER*</u>	<u>RETURN FOR TEST</u>
January	April	October
February	May	November
March	June	December
April	July	January
May	August	February
June	September	March
July	October	April
August	November	May
September	December	June
October	January	July
November	February	August
December	March	September

*Remove from shelf in repaired 01 balance on the 5th day of the next month and place in unrepaired 02 balance for retesting.

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EXHIBIT 17 TROUBLE REPORT LOG FORM

TROUBLE REPORT LOG

(FOR RPT ELECTRICAL TEST MACHINES)

[illegible]

EXHIBIT 18 LABEL MAKING INSTRUCTIONS

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**LABEL PROGRAM INSTRUCTIONS FOR
RUBBER GLOVES AND RUBBER INSULATED BLANKETS**

The programs which print labels for the rubber gloves and rubber insulated blankets boxes are written in DBASE III. They can be found on the hard disk under DBASE on the PC in the Data Room at the MDC in Lancaster. Backup copies of these programs are stored in the blue storage cabinet also in this room. A copy of the code for these programs is attached.

STEP 1.

The PC should have the following main menu on the screen. If you do not see this menu, ask for management assistance or exit out of whatever program has been left unattended.

1. LOTUS
2. WORDSTAR
3. PRINTING PRESS
4. DBASE III
5. BASIC
6. CROSSTALK
7. ORG
8. PRINTER SETUP

At the C> prompt type: DATE (RETURN)

Check the system date to ensure that it is today's date. If it is not, type in the correct date. If the date is correct, simply hit return.

Choose 4 from the main menu for DBASE. Hit return.

STEP 2.

Turn your printer off and back on to ensure the proper type. Load the printer with 2 x 5 inch labels. An example is attached. Line up the labels by insuring that the edge of the label lines up with the 1 on the paper bail. Place your print head on the division between labels.

STEP 3.

FOR RUBBER GLOVES

Type at the . Prompt: do gloves (hit return)

Answer the questions the computer asks.

Enter the size of the gloves you are printing labels for.

Next enter the class of the gloves in that size.

The computer will then ask how many of this type label you wish to print. Enter a number and hit return. The printer will start printing. If you have a paper jam or some other problem and do not wish to continue print, hit break and the program will stop. Your printer will continue to print for a few minutes to clear its buffer.

STEP 4.

FOR RUBBER INSULATED BLANKETS

At the . prompt, type: DO BLANKET (hit return)

The computer will ask how many labels you wish to print. Enter a number and hit return. (See above for printer problems and setup)

STEP 5.

To exit from DBASE and return to the main menu, at the prompt, type: quit (hit return.)

NOTE: These instructions are located on the hard disk on the same PC under WordStar. Document name is inst.rub.

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EXHIBIT 19 TEST RESULTS REPORT (TRR) CHECKLIST

TEST RESULTS REPORT (TRR) CHECKLIST
CORRECTIVE ACTION REQUIRED

REVIEWED BY : _____

DATE _____

Action Required**1. Check Header Section Entries For:**

- | | |
|---|-------|
| a. Order Number matches the Pick Ticket | _____ |
| b. Order Quantity matches the Pick Ticket | _____ |
| c. Date Provided | _____ |
| d. Pages Numbered | _____ |

2. Check Visual/Electrical Recording Section Entries For:

- | | |
|---|-------|
| a. All serial numbers listed | _____ |
| b. Visual test disposition for each piece (x) | _____ |
| c. Electrical test disposition for each piece (x) | _____ |
| d. All test entries dated | _____ |
| e. All test entries initialed | _____ |

3. Check Summary Section Entries For:

- | | |
|---|-------|
| a. Appropriate description Blocks checked | _____ |
| b. Quantity totals provided | _____ |
| c. Review (s) signed, titled and dated | _____ |

4. Total Document Checks For:

- | | |
|--|-------|
| a. All entries legible | _____ |
| b. Mathematics correct | _____ |
| c. TRR consistent with the pick ticket | _____ |
| d. Deviations correct | _____ |
| e. Document verified | _____ |

Corrective Action Resolution and or Comments (deviations, etc., should be noted)

PROPRIETARY

Not for use or disclosure outside Southwestern Bell
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