

BAD PLANT CONDITION REPORT
FORM SW-6989

1. GENERAL

1.01 This Section describes the use and preparation of Form SW-6989.

1.02 This Section is reissued to establish procedures for scheduling and dispatching the work force to correct reported bad plant conditions.

1.03 Form SW-6989 Bad Plant Condition Report, provides a method for I/M technicians to record information concerning bad plant conditions encountered in the field.

2. USE OF FORM SW-6989, BAD PLANT
CONDITION REPORT

2.01 Form SW-6989 will be completed on all bad plant conditions which are not service affecting and whose correction would require sufficient labor-hours to warrant scheduling within a preventive maintenance program. Ready access terminals requiring maintenance, large tree limbs on several spans of cable, etc., are the types of bad plant conditions which should be reported on Form SW-6989.

2.02 Service affecting conditions, as well as small maintenance problems requiring little time to correct should be corrected at the time observed.

2.03 Bad plant conditions which are safety hazards should be reported on Form E-6237, Hazardous Conditions Report, if they cannot be safely corrected at the time observed. (See the Bell System Accident Prevention Plan)

2.04 Upon receipt of Form SW-6989, the responsible supervisor should investigate the reported bad plant condition to determine the corrective action necessary and the estimated labor-hours required to correct the condition. The supervisor will then prepare a Plant Order authorizing the work, or when applicable, prepare a Wire Chief Recommendation for forwarding to the District Engineer. (See V61.012)

2.05 When the supervisor's work force is to correct the reported bad plant condition, a priority of work must be established. These priorities may fall into three general categories, 1) deferred, 2) programmable work - two hours or less, and 3) programmable work - over two hours.

2.06 For those work groups that operate under the Repair Force Administration Plan, programmable work will be handled as described below.

- a. Deferred work is preventative maintenance that is required, but not scheduled on the programmable work log, Form E-6376.
- b. Programmable work that requires two hours or less to correct should be scheduled on the programmable work log. This work is to be dispatched by the dispatch control center. (See MRFA)
- c. Programmable work that requires more than two hours to correct must be coordinated between the repair supervisor and the dispatch control supervisor for scheduling. These hours would

be included in the daily adjustments of routine hours required (Line 18 or Line 20, E-6371). These cases will not appear on the programmable work log.

d. The programmable work log must be reviewed on a routine basis by the repair supervisor and the dispatch control supervisor to assure it is current and reflects the needs to clear reported bad plant conditions. The programmable work log is maintained by the dispatch control supervisor. Each repair supervisor should keep a record of all programmable work that he/she has scheduled with the dispatch control supervisor. (See MRFA) The minimum review interval is monthly. All previously scheduled work not completed should be rescheduled or cancelled before new work is scheduled.

2.07 For those locations which operate under the Installation Force Management Plan, programmable work should be administered in accordance with the IFM guidelines.

2.08 All reported bad plant conditions that are to be referred to another work force or contractor, should have a Plant Order, Wire Chief Recommendation or Supervisor's Memo prepared. This should be forwarded within one week of receipt of the reported bad plant conditions.

2.09 A file should be established that will record the processing of all reported bad plant condition. The file must reflect the current status of the bad plant conditions.

2.10 The SW-6989 will be retained by the responsible supervisor until the corrective maintenance work has been completed, at which time the SW-6989 will be

attached to the associated Plant Order or Wire Chief Recommendation for filing.

2.11 The pending SW-6989's should be reviewed periodically for determining the status of reported bad plant conditions and the appropriate follow-up action required.

3. PREPARATION OF FORM SW-6989

3.01 Following are instructions for the preparation of Form SW-6989 Refer to the circled numbers in Figure 1.

- ① Enter the Customer's name when appropriate.
- ② Enter the Customer's Telephone Number, when appropriate.
- ③ Enter the Customer's Address, when appropriate.
- ④ Enter the Terminal or Pole Number, when appropriate.
- ⑤ Describe the Bad Plant Condition in detail.
- ⑥ Enter the Date the form is prepared.
- ⑦ Enter the Plant Order Number or Wire Chief Recommendation Number as appropriate.
- ⑧ Enter the Name of the Employee reporting the Bad Plant Condition.
- ⑨ Enter the Crew Number of the reporting Employee.
- ⑩ Enter the Name of the Supervisor authorizing the work.
- ⑪ Enter the Date the work is authorized.
- ⑫ Enter the Name of the Employee completing the work.

- 13 Enter the Crew Number of the Employee completing the work and the Date the work is completed.

3.02 Items 1, 2, 3, 4, 5, 6, 8 and 9 shall be completed by the employee reporting the Bad Plant Condition. The remaining items are to be completed by the supervisor responsible for the completion of the work.

4. ORDERING INFORMATION

4.01 Forms SW-6989 (5-74) are bound 25 per book. Order forms as follows:

(Quantity) Books, Form SW-6989

469-060-923SW		SW6989 5-74	
BAD PLANT CONDITION REPORT			
CUST. NAME	1	TELE. NO.	2
CUST. ADDRESS		3	
TERM OR POLE ADDRESS		4	
DESCRIPTION OF BAD PLANT CONDITION			
5			
USE BACK OF CARD FOR ADDITIONAL INFORMATION			
DATE	6	P.O. # W.C. REC. #	7
REPORTED BY	8	CREW	9
AUTHORIZED BY	10	DATE	11
WORK COMPLETED BY	12	CREW DATE	13

FIGURE 1