

BELL SYSTEM PRACTICES
Station Installation and Maintenance

SECTION C11.002
Issue 3, 3-2-36
AT&T Co. Standard

PLAN FOR BELL OPERATING COMPANY PRACTICES

I. GENERAL

1.01 This section outlines the plan for issuing practices prepared by Bell Operating Companies in the series entitled "Bell System Practices—Station Installation and Maintenance."

1.02 This section is reissued to add information concerning locally issued addenda to practices, to care for a change in the section covering the "Outline" whereby the last 10 numbers in each block of 100 numbers of Division C60 are reserved for "Permanent Practices" prepared by Bell Operating Companies, and to provide for the use of arrows in the right-hand margin of sections and addenda to indicate changes and additions over the preceding issue.

2. CLASSIFICATION AND NUMBERING

2.01 It is expected that subject matter for insertion in "Bell System Practices—Station Installation and Maintenance" which is prepared by the Bell Operating Companies will ordinarily come within the following classifications:

Permanent Practices.
Temporary Practices.

2.02 Under the classification "Permanent Practices" should be grouped those sections dealing with local administration of the practices, non-standard equipment or apparatus, and phases of the work not covered in System issued practices. The last 100 numbers (.900 to .999) of each subdivision have been assigned for the exclusive use of the Bell Operating Companies in connection with these practices, except in Division C60 where the last 10 numbers in each block of 100 numbers is reserved for this purpose as indicated in the "Outline."

2.03 Under the classification "Temporary Practices" should be grouped those sections covering instructions relat-

ing to standard equipment or apparatus. the character of which is such that they come within the scope of the System issued practices, but for which no instructions have been issued. Before issuing instructions which come under this heading, section numbers preferably should be obtained from the American Telephone and Telegraph Company unless they are already indicated in the index.

2.04 "Permanent Practices" should be assigned numbers in the .900 subdivision of the major division in which they logically belong except as covered in 2.02.

2.05 "Temporary Practices" should be assigned numbers in accordance with the major division, subdivision and section for the particular subject as set forth in the index.

2.06 Each issue should be assigned a letter rather than a number; for example, the first issue of a section should be called "Issue A," the second "Issue B," etc.

2.07 Sections prepared by Bell Operating Companies should conform with the System issued practices, except that the Bell Operating Company name (or abbreviation) should appear in the place ordinarily occupied by the rating of a System issued practice. This is illustrated below.

SECTION C31.901

Issue A, 3-25-32

X. Tel. Co.

3. ADDENDA

3.01 Addenda may be issued to cover such changes as are desired to Bell Operating Company practices when the sections are not to be reissued or such changes or departures from existing System issued practices as may be required due to local conditions.

Note: Any necessary changes or departures from the information given in System Issued Division C60 Practices, that are required by local conditions, should if possible be effected either by making suitable notations on the System Practice or by reproducing the System Practice locally. Local addenda to System Issued Division C60 Practices should be issued only when a local reproduction of the System Practice is not feasible or the reproduction would contain the same number of pages as the addendum and the System Issued Practice together. System Practices reproduced locally may be assigned the same section number as the System Practice and classified as Permanent Practices.

3.02 Addenda should bear the same numbers and titles as the sections which they modify and should be inserted in the binder in front of the related sections.

3.03 Each addendum to either a System issued or locally issued practice should carry its own issue letter starting with Issue A and this therefore may not correspond with the issue letter of a locally issued section. However, each addendum should indicate in the text the issue of the section with which it is associated and if an addendum replaces another addendum, this fact should also be indicated.

3.04 Addenda prepared by Bell Operating Companies should conform with the System issued addenda except that the Bell Operating Company name (or abbreviation) should appear in the place ordinarily occupied by the rating of the System issued addenda. This is illustrated below.

ADDENDUM C31.901

Issue A, 6-1-32

X Tel. Co.

3.05 In case it is necessary to issue a local addendum to a System issued practice which already has a System issued addendum, the local addendum should include and replace the System issued addendum, so that not more than one addendum will be in force at any one time for a section.

3.06 If a System issued addendum is released subsequent to a local addendum, the nature of the changes will determine if the local addendum should be replaced or reissued to incorporate the new information.

4. CHANGES IN CONTENTS OF SECTIONS AND ADDENDA

4.01 All issues of sections and addenda subsequent to the first issue will have all of the important changes and additions in methods and requirements indicated by means of arrows inserted in the right-hand margin on the following basis:

- A. For change in a single line, use arrow pointing to specific line in the table or figure.
- B. For change affecting one or more paragraphs or an entire page, use brackets at beginning and end of the part changed. These brackets should have arrowheads pointing inward toward the text.

4.02 This section indicates the above use of arrows in the right-hand margin. Minor changes such as changes in wording which have no material effect on methods or requirements will not be indicated. ↗

4.03 Marginal arrows will not be carried forward from issue to issue as their use is intended to show only the last changes and additions made in the section or addendum. ↙

5. SIZE, BINDING AND COLOR

5.01 The size of page and perforations should be the same as for System issued practices. Care should be exercised to insure that perforations for binding are accurately spaced to facilitate placing in the approved binders.

5.02 In order to insure uniformity in the issuance of practices and to provide, through the use of different colored paper, a means for readily identifying the character of each section, the following color scheme is recommended:

Type of Practice	Color of Paper
Permanent Section	White
Temporary Section	Yellow
Addenda	Pink

6. DISTRIBUTION AND REPLACEMENT

6.01 The plan for distributing new and replaced practices prepared by the Bell Operating Companies will vary somewhat for the different companies and will be administered by the companies themselves.