

I/M DAILY SET ACTIVITY INVENTORIES
(SW-6134 and SW-6294)

1. GENERAL

1.01 This Section is issued to provide for daily control of telephone sets by all employees having telephone sets in their possession. Forms to effect this control are as follows:

Form SW-6134 Installation And Repair Forces Log and Telephone Set Activity Record (Exhibits 1, 2, and 3)

Form SW-6294 Daily Truck Telephone Set Inventory Record (Exhibit 4)

1.02 Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 The purpose of this plan is:

(a) To control telephone set losses and to furnish a better determination of the causes of such losses.

(b) To provide a current and complete record of telephone sets in the hands of the employees responsible for handling and reporting.

(c) To make current data available for controlling stocks and inventory turnover.

2. PREPARATION AND USE OF FORM SW-6134 -
INSTALLATION AND REPAIR FORCES LOG AND
TELEPHONE SET ACTIVITY RECORD -
(EXHIBITS 1, 2, AND 3)

2.01 This form shall be used daily in reporting all telephone set activities by Services Technicians, Repair Technicians, Systems Technicians etc., having telephone sets in their possession.

2.02 Instructions describing in detail the reporting of telephone set activity, have been printed on the reverse side of Form SW-6134 for convenient reference and use by all technicians.

2.03 The following information is to be reported on Form SW-6134:

(a) LINE A, TELEPHONE SETS ON HAND - This quantity is the number of sets shown on the SW-6134 for the preceding period. If the quantity does not agree with the actual number on hand, refer to the supervisor for investigation.

(b) LINE B, TELEPHONE SETS RECEIVED FROM STOREROOM - Enter the number of sets obtained from the storeroom on Form S-6168 and/or requisitions. Do not enter sets loaned to or borrowed from other technicians.

(c) COLUMN C, LOST AND FOUND (SW-6311a) - If a set is missing on a reconnect, disconnect or removal visit, report the quantity followed by the letter "L", for example 1-L. Also show an "O" in Column F - Removed, to indicate the set was not recovered. If a set is found on an inward or removal visit, report the quantity followed by the letter "F"; for example, 1-F. Also show the quantity in Column F - Removed, to indicate the number of sets recovered.

If a set is found and not associated with a service order, show the address where found under Remarks, and the telephone number, if available, in the appropriate column. Show the serial number of the SW-6311a, Telephone Set Lost and Found Report, and the initials of the person who prepares the SW-6311a for both lost and found sets.

(d) COLUMN D, RECONNECTED - Report one for each set field reconnected. If a set is replaced, also report one used in Column G, and one removed in Column F. If a set is missing, report one set used in Column G, and one set lost in Column C, and do not report a set reconnected in Column D. Report the missing set on SW-6311a.

(e) COLUMN E, LEFT-IN - Report one for each telephone set field disconnected and left-in.

(f) COLUMN F, REMOVED AND RECOVERED - Report one for each set removed on (a) Disconnect, (b) "Frame" Removal, (c) Change or Regrade, Inside Move, Reconnect Instrument Change, and (d) Change for Repair or Zoning. For stations found, report one for each set found and recovered. For sets borrowed, report the quantity in this column, enter the name of the person from whom the set is borrowed under Order Number, and show "Borrowed" on the same line. For sets obtained during the day from the supply storeroom on special delivery show "Special Delivery" on the same line, and enter the number of sets received.

(g) COLUMN G, USED - Report one for each set used on (a) Install, (b) Reinstall, (c) Change or Regrade, Inside Move, Reconnect Instrument Change, and (d) Change for

Repair or Zoning. For sets loaned, report the quantity in this column, enter the name of the person to whom the set is loaned under Order Number, and show "Loaned" on the same line. For sets returned to the storeroom on special delivery, show "Returned Special" on the same line, and enter the number of sets returned. Use any available job number line to show sets loaned or borrowed and to show special activity.

(h) LINE H, TOTAL TELEPHONE SETS TO BE ACCOUNTED FOR - Enter the sum of Line A plus Line B plus Line 14 Column F.

(i) LINE J, TOTAL TELEPHONE SETS USED - Enter the sum of all sets used as shown on Line 14, Column G.

(j) LINE K, TELEPHONE SETS RETURNED TO STOREROOM - Enter the number of sets returned to the storeroom at the end of the day. The quantity shall agree with the number reported on Form S-6168 or the equivalent form.

(k) LINE L, TELEPHONE SETS ON HAND - This quantity is obtained as shown in the formula (Line H minus Line J minus Line K) and must agree with the actual quantity of sets on hand at the end of the day. If there is any difference, refer to the supervisor for investigation and correction.

NOTE: Quantities shown on Line A and Line L above shall agree with quantities posted on Form SW-6294, described in Paragraph 3.

2.04 In larger test centers or centralized assignment offices, Form SW-6134 will be prepared initially by the assignment

center. Each technician shall complete postings on Form SW-6134, attached to his/her assigned orders, and return the completed form at the end of the tour.

2.05 In smaller exchanges the technician shall originate Form SW-6134, complete postings of service orders and telephone sets activities as provided and return the completed form at the end of his tour.

2.06 Repair Technicians, and other technicians who handle a limited amount of telephone sets, shall prepare Forms SW-6134 for weekly, bi-weekly or other periods as directed by the District Manager. In such cases the forms shall be completed and turned in at the end of each period and at the end of each month and a new form originated at the beginning of the subsequent period or month.

2.07 Systems Technicians and others working on PBX and Key Equipment orders shall originate Form SW-6134 and make current postings as required. The form may cover one or several jobs at the direction of the supervisor; however, a completed form shall be forwarded to the supervisor at the end of each month and a new form originated at the beginning of the subsequent month. The technician shall write the name and address of the customer on the completed form. When telephone sets are shipped directly from the Western Electric Service Center to the customer's location, the technician shall post the requisition number and quantity of sets received on Line B. Also enter "W.E.Co."

2.08 When telephone sets are being returned and are packaged or stored on the customer's premises for a later pick-up, the technician shall show the quantity of sets returned on Line H of SW-6134 and prepare

three copies of Form SW-6168 or the equivalent form used locally for Bill Of Lading. The triplicate copy should be attached to the SW-6134 and forwarded to the supervisor. The original and duplicate shall be left with the materials.

2.09 The employee or carrier making the pick-up shall check and verify the quantity of telephone sets and other materials; sign both copies and return both copies with the materials to the storeroom. The storeroom attendant shall verify the quantities, forward the duplicate copy to the supervisor for matching with the triplicate and retain the original. Differences should be noted on both copies of the form by the employee or carrier making the pick-up or by the storeroom attendant as the case may be. Such differences will be investigated immediately by the supervisor and appropriate action taken.

2.10 Walking employees who secure their telephone sets from lockers, shall originate Form SW-6134 and make current postings as required. Forms should cover whatever period is directed locally, and the technician should stroke receipts and returns on Lines "B" and "K" to the left of the box provided for total quantity. Totals should be posted when the form is forwarded to the supervisor at the end of the period and month as directed. Such records as may be required locally at locker locations should be posted as sets are obtained or returned.

2.11 On ELI removals, it is often the practice to assign a technician all left-in orders in a route or neighborhood. In such cases the technician shall originate Form SW-6134, complete all postings and return the form with the completed orders to his supervisor at the end of tour. If ELI removals are given to the Services Technician on a "dispatch" or fill in basis, the technician

shall add the removal orders to the SW-6134 on which the orders assigned are listed.

2.12 When a Form SW-6311a (Telephone-Set Lost and Found Report) is required, it's accuracy can be checked by doing the following:

(a) Where Forms SW-6311a are prepared by the technician, entries in Column "C" of Form SW-6134 shall be checked against the SW-6311a.

(b) Where Forms SW-6134 cover a period longer than one day, checks shall be made against duplicate copies of Forms SW-6311a.

2.13 Should a technician, at the end of his tour or the period involved, be unable to balance his computed quantity of telephone sets as shown on Line L of Form SW-6134 with the actual quantity of sets on hand, he shall call the discrepancy to the attention of his supervisor. The supervisor shall make such checks as appear necessary. If unable to reconcile the difference, he shall line out the computed and show the actual quantity on Line L and write across the face of the form the quantity of sets adjusted and indicate that a Form FA S-6312, Salvage Adjustment and Retirement Report, has been prepared. He shall sign his name, and show his title and the date. The actual quantity on hand shall be entered on Form SW-6294 (See Paragraph 3).

2.14 In preparing the FA S-6312 the supervisor shall list the lost telephone(s) by type and code number if possible. If type and code number is not known, he shall list the telephone(s) as:

- 0- 1 Button Set(s) (including Princess and Trimline);
- 4- 6 Button Set(s);

- 12-18 Button Call Director(s);
- 24-30 Button Call Director(s), etc.

Comptrollers need this information in order to make correct retirements.

3. PREPARATION AND USE OF FORM SW-6294, DAILY TRUCK TELEPHONE SET INVENTORY RECORD, (EXHIBIT 4)

3.01 A Form SW-6294 shall be placed and kept posted on each truck that may be assigned to a technician handling telephone sets, except trucks used solely for supply deliveries. Preferably the forms should be placed in a holder on the inside of the rear door of trucks with special bodies or in the cab of other trucks, such as pickups.

3.02 Generally, a Form SW-6294 should be used on each truck for a period of one month. Circumstances may require the use of more than one form in a calendar month. Start a new form on the first of each month.

3.03 Turn in the posted forms at the end of the last work day of each month. Forms on unassigned trucks shall be secured by the supervisor and the quantity of telephone sets posted to a new form and left on the truck.

3.04 Should a technician find that the actual quantity of telephone sets does not agree with the quantity of sets as shown on Form SW-6294 the discrepancy shall be referred to his supervisor. The supervisor shall make such checks as appear necessary. If unable to reconcile the difference, he shall enter the actual quantity under "Sets On Hand" at the start of period on the 2nd line below the last entry and show the quantity of sets adjusted on the intermediate line. He shall indicate that a Form FA S-6312 is being prepared, sign his name and proceed along the lines described in Paragraph 2.14.

3.05 A review of the number of sets received from and returned to the storeroom by Repair Technicians will guide the supervisor in determining truck stocks for repair vehicles.

EXHIBIT 3

FORM SW-6134

ILLUSTRATION OF REPORT FOR EXCHANGE REPAIRMAN

Southwestern Bell

742-011-914SW **INSTALLATION AND REPAIR FORCES** SW-6134A
 LOG AND TELEPHONE SET (Rev. 9-80)
 ACTIVITY RECORD

EMPLOYEE'S NAME Brown, Joe

A TELEPHONE SETS ON HAND FROM PRECEDING REPORT													2		
B TELEPHONE SETS RECEIVED FROM STOREROOM <u>TH 1</u>													6		
JOB NO.	ORDER NUMBER		TOTAL CXM MINUTES		TIME ORDER COMP	NEXT ORDER	APPT NOT MET CODE	TOTAL INWARD TELS	REPORT NUMBER TELEPHONE SETS						
	TELEPHONE NUMBER	PLANT SER. ORD NO	EST	ACT					LOST & FOUND	PREPARE SW-6311A	RECON-NECTED	LEFT-IN	REMOVED	USED	
1	C	2146000											1	1	
2		645-2197											1	1	
3		781-3940											1	1	
4	C	2382400											2	2	
5		645-8739											1	1	
6	C	2570055											2	1	
7		781-9923											1	1	
8		Joe Jones - Installer, Borrowed										1			
9		Jim Smith - Exch. Repairman, Loaned										1			
10															
11															
12															
13															
14	TOTAL		XX		XX	XX				XX			10	9	
VEHICLE NO		1-780353		H. TOTAL SETS TO BE ACCOUNTED FOR (LINE A + B + 14, COLUMN F)								18			
CREW NO		359		J. TOTAL TELEPHONE SETS USED (LINE 14, COLUMN G)								9			
WORK CENTER OR STOCK LOC AREA NO		CC2000		K. TELEPHONE SETS RETURNED TO STOREROOM								7			
EMPLOYEE'S SIGNATURE AND TITLE		Joe Brown - Exchange Repair Technician		L. TELEPHONE SETS ON HAND END OF PERIOD (LINE H - J - K)								2			
				PERIOD ENDING								9/17/80			

EXHIBIT 4

FORM SW-6294



742-011-914SW

FORM SW-6294
(REV. 11/80)

DAILY TRUCK TELEPHONE SET INVENTORY RECORD

TRUCK NO. _____ MONTH _____

DATE	START OF PERIOD				END OF PERIOD			
	ON HAND FROM PRE. PERIOD	REC'D FROM STRRM	TIME	INITIAL	RETAINED ON TRUCK	RETD TO STRRM	TIME	INITIAL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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