TRANSITION METHOD OF PROCEDURE

ATTACHMENT WECO HANDBOOK 22, SECTION 40

1. GENERAL

1.01 This section face sheet is issued to assign its 9-digit number and title in place of the previous 9-digit number, 201-112-025, which was assigned to the section entitled "Transition Method of Procedure — Attachment WECO Handbook 22, Section 40." The previous 9-digit assignment is canceled. Notice of cancellation and a cross reference to this section number will remain in the appropriate Division Index for a minimum of 12 months.

1.02 When this section is reissued, it will be issued in a standard format.

1.03 Recommendations for changes, additions, or deletions to this section should be forwarded as specified in Section 000-010-015.

1.04 The old section and any current addendum and attachments should be removed from their previous place in the file and attached behind this page and then filed by the new number.

TRANSITION METHOD OF PROCEDURE

ATTACHMENT WECO HANDBOOK 22, SECTION 40

1. GENERAL

1.01 The purpose of this section is to make Western Electric Handbook 22, Section 40 dated 7-11-69 available to the central office maintenance force. This handbook section covers the preparation of a "Transition Method of Procedure" which is a written set of instructions that are planned in advance to give the maximum protection to equipment in service and may be used as a guide when modifications, additions, or removals are to be made in the telephone central office by the Western Electric Company.

TRANSITION METHOD OF PROCEDURE

CONTENTS

1. DEFINITION

1.1 A "Transition Method of Procedure" is the name given to a written set of instructions that are planned in advance, to give the maximum protection to equipment in service when modifications, additions or removals are to be made in a telephone central office.

2. PURPOSE

2.1 The purpose of preparing a transition method of procedure, is to provide a common area of agreement between the installer and the telephone company representative as to how the change will be made and the means that will be employed to prevent a possible service interruption.

3. HOW TO PREPARE

3.1 Before a transition method of procedure can be prepared, all available information necessary to the transition must be assembled. Job papers should be analyzed and new and old drawings compared to learn the extent of the modification. Safety precautions and protection necessary to prevent personal injuries and a possible service interruption shall also be reviewed.

3.11 All locations involved in the transition should be verified and marked in a temporary manner for easy identification.

3.12 Preliminary discussion should be held with the telephone company representative for additional information regarding the hours of work, equipment, releases, temporary arrangements, the loan of test equipment and similar subjects that may be included in the transition method of procedure.

3.13 The above information should then be arranged as follows:

Heading: Western Electric Co., Inc; job address, date of issue, start and complete dates, job interval, job order number, name and address of the operating company, their specification, item and requisition number.

General Information: Include a general outline of the entire transition, the equipment affected, work location, major equipment to be added or removed, general notes and other information as required.

List all drawings and job papers used to prepare the transition method of procedure.

Detailed Steps: For each step or group of steps show the start and complete time, the type of protection and where it will be used and any special precautions that must be observed. Next explain in detail all the work to be done in the step, how it will be done and indicate that portion of the work that will be the responsibility of the installer or the operating company. List transition material or equipment that will be furnished by the operating company or the Western Electric Company.

3.14 The detailed steps should follow a logical sequence of progress based on the following considerations.

(a) Equipment that will be required first.

(b) The sequence of steps that will provide advance equipment for service.

(c) The amount of work that can be done and still provide a margin of safety for returning released equipment to service within the specified time.

(d) Work that can be done without affecting working equipment such as erecting, cabling, wiring, connecting, adjusting and testing.

(e) Work that must be done at night within the specified hours.

(f) Work done on an in-service basis.

(g) The type of test and test equipment required at the completion of each step.

3.15 Whenever a back-tap is installed, a voltage measurement shall be made across the final connecting points prior to making the connection to insure that no difference in potential exists. Such an entry shall be made in the M O P with a space for a check mark to indicate that the operation was performed.

EXAMPLE: "Final proposed Back-tap connection meter checked for no difference in potential." ☑

3.16 A voltage measurement shall be made across the final connecting points necessary to parallel a string of cells with the existing battery. The connection shall not be made if the difference in potential across the connecting points exceeds .05 volts. Adjust the battery under float by loading or charging. This requirement shall be included as a step in the M O P and shall provide a space for indicating the actual voltage measurement.

EXAMPLE: ".05 volts or less measured between final proposed battery connecting points." 03

3.17 Allow sufficient space for recording agreement by all parties concerned with the transition.

4. DISTRIBUTION

4.1 Sufficient copies of the transition method of procedure should be distributed to operating company personnel, for their information and recorded agreement. When agreement has been reached a signed copy shall be returned to the installer for the job file.

5. CHANGE IN PROCEDURE AFTER WORK HAS STARTED

5.1 When a change in the orderly procedure of the transition is necessary due to unforeseen circumstances, a conference with the telephone company representative shall be held at once, to determine the extent of the change and its possible effect on service and the job.

5.11 If it is agreed to continue the job on a revised basis, this agreement shall be indicated on the changed transition method of procedure.

6. EXHIBITS

6.1 The material used in the attached exhibits is solely for the purpose of illustrating how a transition method of procedure is assembled.

6.11 Exhibit 1 shows the method used for a ringing machine modification.

6.12 Exhibit 2 describes the method used for replacing open tank batteries with sealed rubber jar type batteries.

EXHIBIT 1
TRANSITION METHOD OF PROCEDURE FOR A RINGING MACHINE MODIFICATION

Western Electric Company, Inc.
492 Columbus Ave.
Queenstown, New Jersey

Issued: 4-11-58
Order No.: 54321-H
Interval: 2 days

Anystate Telephone Company
11-190 Fullerton Rd.
Fullerton, New Jersey

Specification: 14441
Item: 8200
Requisition: 17C-2-15571

TRANSITION

START: 11:30 PM 5-2-58
COMPLETE: 6:00 AM 5-4-58

General Information

This transition covers the replacement of existing interrupters on Ringing Machines 3 and 4, with new 3A interrupters and other associated changes covered in 563 specification and T2850-522, T2850-513. All work is to be done in the basement power room.

NOTE 1: One ringing machine will be released from service each night and it must be ready for service at the end of the shift as indicated.

NOTE 2: Protection for working equipment adjacent to work operations will be provided by the Western Electric Co. installer. It will be installed subject to approval by the telephone company representative.

NOTE 3: "W" next to the step number indicates work done by the Western Electric Co. installer. "T" next to the step number indicates work done by the telephone company representative.

STARTED: 11:30 PM 5-2-58

Step No. 1-T: Ringing Machine No. 3 shall be released from service, after the office load has been transferred to Ringing Machine No. 4. Remove the ac fuses supplying current to RM3 motor. The automatic transfer feature shall be made inoperative to prevent the load from being transferred back to RM3.

Step No. 2-W: Tie an ID-1270-A warning tag on the fuse mounting where the fuses were removed. Disconnect the ac starter and relocate it to its new position shown on T2850-522. Use the armored cable and junction box in the specification. R-3154 Protective Sheeting shall be used to protect adjacent working equipment.

Step No. 3-W: Disconnect and remove the existing interrupter assembly from RM3 and replace it with the new 3A interrupter assembly ordered in the specification. Wire the new interrupter assembly as shown on T2850-513. Install new brushes and cut them to fit the contour of the interrupter drum.

Step No. 4-W: Install the ac fuses previously removed and test RM3 for proper operation. When all tests have been completed, return RM3 to the telephone company for regular service. Remove "Warning Tag."

Step No. 5-T: When RM3 has been accepted for service restore all equipment to normal operation.

COMPLETED: 6 AM 5-3-58

EXHIBIT 1 (Cont'd)

STARTED: 11:30 PM 5-3-58

Step No. 6-T: Verify that the load is being carried by RM3, then release RM4 from service. The automatic transfer feature shall be made inoperative to prevent transfer of the load to RM4. Remove the dc motor start fuse and alarm fuse associated with RM4.

Step No. 7-W: Tie an ID-1270-A warning tag on the fuse mountings where fuses were removed. Disconnect and remove the existing interrupter assembly from RM4 and replace it with the new 3A interrupter assembly ordered in the specification. Wire the new interrupter assembly as shown on T2850-513. Install new brushes and cut them to fit the contour of the interrupter drum.

Step No. 8-W: Install the fuses previously removed and test RM4 for proper operation. When all tests have been completed, return RM4 to the telephone company for regular service. Remove "Warning Tags."

Step No. 9-T: When RM4 has been accepted for service restore all equipment to normal operation.

COMPLETED: 6 AM 5-4-58

For Western Electric Company: John Doe
For Telephone Company : Richard Roe

EXHIBIT 2
TRANSITION METHOD OF PROCEDURE FOR REPLACING OPEN TANK STORAGE CELLS WITH RUBBER JAR TYPE CELLS

Western Electric Company, Inc.
593 Rio Street
Manston, Texas

Issued: 12-24-53
Order No.: 12345-KC
Interval: 7 weeks

Bell Telephone Company
48 Derrick Road
Oilton, Texas

Specification: 15552
Item: 1898
Requisition: 12D-1-17760

TRANSITION

START: 12:30 AM 1-23-54
COMPLETE: 6:00 AM 3-9-54

General Information

This transition covers the removal of 50 lead-lined, open tank, floor mounted storage cells that presently make up 48 volt battery 1, 2 and emergency cells. They will be replaced by 54 KS-5562, L07 rubber jar type, floor mounted storage cells. Floor locations are shown on T2850-03, the new bus bar layout is shown on T2850-580. The batteries are located in the battery room on the third floor.

NOTE 1: Floor matting, fiberboard and protective sheeting shall be used for protection as required, subject to telephone company approval.

NOTE 2: The battery electrolyte shall not be permitted to flow into the building drainage system. It shall be removed from the building in sealed glass carboys or other suitable containers.

NOTE 3: "W" next to a step number indicates work done by the Western Electric Company installer. "T" next to a step number indicates that portion of the transition handled by the telephone company representative.

STARTED: 12:30 AM 1-23-54

Step No. 1-T: Charge 48 volt battery 2 before releasing 48 volt battery 1 to the Western Electric Company for removal, then release 48 volt battery 1.

Step No. 2-W: Before disconnecting 48 volt battery 1, wrap R-3154 protective sheeting around adjacent bus bars or other live parts. Ventilate the battery room thoroughly, then disconnect the battery from the regular charge circuit.

Step No. 3-W: Place floor matting as required for the temporary storage of removed plates and other material. Protect the walls with sheets of fiberboard. Proceed with the dismantling and removal of 48 volt battery 1. This part of the transition may be done on a day shift basis.

COMPLETED: 1-30-54

EXHIBIT 2 (Cont'd)

Step No. 4-T: When the 48 volt battery 1 has been completely removed, the floor area formerly occupied by the battery, shall be resurfaced by others.

Estimated Time: 1-31-54 to 2-5-54

STARTED: 8 AM 2-7-54

Step No. 5-W: When the floor resurfacing has been completed, set up the new cells as shown on the floor plan for the new 48 volt battery 1 and emergency cells, connect them together as shown on T2850-580 bus bar plan.

Step No. 6-W: Before connecting the cells to the regular charge circuit, temporarily connect to the spare charging equipment made available by the telephone company. Refer to Handbook 18 for charging requirements prior to turnover, then charge the cells to meet these requirements.

Step No. 7-W: When the cells have been fully charged and accepted by the telephone company for service, remove the temporary charging arrangements. Connect the new 48 volt battery 1 and emergency cells to the regular charge circuit as shown on T2850-580 bus bar plan. This portion of the transition shall be done on the night shift, using the same precautions previously used when the old battery was disconnected. Stamp all cells as required.

NOTE: Use the charging equipment to raise or lower the voltage of the old batteries to within .05 volts, of the new batteries before connecting them together.

COMPLETED: 3 AM 2-13-54

Step No. 8-T: When the new 48 volt battery 1 and emergency cells have been placed into service, release the 48 volt battery 2 and all emergency cells from service for removal by the Western Electric Company.

STARTED: 4 AM 2-13-54

Step No. 9-W: Disconnect 48 volt battery 2 and emergency cells from the regular charge circuit, use the same precautions that were used in disconnecting 48 volt battery 1. Proceed with the dismantling and removal of 48 volt battery 2 and emergency cells.

COMPLETED: 4 PM 2-20-54

Step No. 10-T: When 48 volt battery 2 and emergency cells have been completely removed, arrange to have the floor area formerly occupied by the battery, resurfaced by others.

Estimated Time: 2-21-54 to 2-28-54

STARTED: 3-2-54

Step No. 11-W: When the floor has been repaired, install the new cells for 48 volt battery 2 and the associated emergency cells. See floor plan T2850-03. Connect them together as shown on T2850-580 bus bar plan.

Step No. 12-W: Temporarily connect the new cells to the spare charging equipment used previously and proceed to charge the cells according to turnover requirements in Handbook 18.

Step No. 13-W: When the cells have been fully charged and accepted for service by the telephone company, remove the temporary charging connections and connect them to the regular charge circuit as shown on T2850-580. This portion of the transition shall be done at night, using similar precautions used when disconnecting 48 volt battery 2 and emergency cells. Stamp all cells as required.

NOTE: Use the charging equipment to raise or lower the voltage of the battery 1 to within .05 volts of battery 2 before connecting them together. Then remove all protection and excess equipment.

COMPLETED: 8 AM 3-8-54

For Western Electric Company: John James
For Telephone Company : Edward Thomas

Manager, Product Engineering

Reason for Reissue:
(1) To require that acknowledgement of voltage checks be written into MDP's when tying in back-taps or batteries.