## 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.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement.

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) <u>COLUMN E, LEFT-IN</u> 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) <u>COLUMN G, USED</u> 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 <u>loaned</u>, 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.
- (i) 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. 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 pickup 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 super visor 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 hodies 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.

## FORM SW-6134 FORM SW-6294, REVERSE SIDE

#### SW-8134 FOR PRECEDING PERIOD. IF QUANTITY DOES NOT AGREE WITH ACTUAL NUMBER ON HAND, REFER TO ED FROM STOREROOM, S-6168 AND/OR REQUISITIONS. <u>DO NOT</u> ENTER SETS LOANED OR BORROWED FROM OTHER COLUMN C. LOST AND FOUND (SW-6311) — IF SET IS MISSING ON RECONNECT, DISCONNECT OR REMOVAL VISIT, REPORT QUANTITY FOLLOWED BY THE LETTER "L"; FOR EXAMPLE, I-L ALSO SHOW A "O" IN COL TELEPHONE SETS ON HAND - THIS QUANTITY SHALL BE THE NUMBER OF SETS SHOWN ON COLUMN E. LEFT-IN — REPORT ONE FOR EACH TALKING SET FIELD DISCONNECTED AND LEFT-IN, IF SET IS IF SET IS "FOUND" AND NOT ASSOCIATED WITH A SERVICE ORDER, SHOW ADDRESS WHERE FOUND UNDER <u>ALSO REPORT ONE USED IN COLUMN G, AND ONE REMOVED IN COLUMN F AS PROVIDED IN TEXT FOLLOWING. IF</u> ROWED, REPORT QUANTITY IN THIS COLUMN, ENTER NAME OF PERSON SET IS BORROWED FROM UNDER ORDER STOREROOM OR SPECIAL DELIVERY, SHOW "RECEIVED SPECIAL" ON SAME LINE; ALSO ENTER NUMBER OF SETS LINE K. TELEPHONE SETS RETURNED TO STOREROOM — ENTER NUMBER OF SETS RETURNED TO STOREROOM AT END OF DAY. QUANTITY SHALL AGREE WITH NUMBER REPORTED ON \$4188 WHERE USED. TELEPHONE SETS RECEIVED FROM STOREROOM -- ENTER NUMBER OF SETS OBTAIN PLE, I.F. ALSO SHOW THE QUANTITY IN COLUMN F. REMOVED, TO INDICATE THE NUMBER OF SETS RECOVERED. COLUMN D. RECONNECTED — REPORTIONE FOR EACH SET FIELD RECONNECTED, IF SET IS REPLACED, and (b) change for repair or zoning. For stations <u>found</u> report one for each set found and NUMBER, AND SHOW "BORROWED" ON SAME LINE. FOR SETS OBTAINED DURING DAY FROM SUPPLY FOR SETS RETURNED TO STOREROOM OR ON SPECIAL DELIVERY, SHOW "RETURNED SPECIAL" ON SAME LINE (LINE H MINUS LINE J MINUS LINE K) AND SHALL AGREE WITH ACTUAL QUANTITY OF SETS ON HAND AT END OF IF SET IS FOUND ON INWARD OR REMOVAL VISIT, REPORT QUANTITY FOLLOWED BY THE LETTER "F"; FOR EXAM SET IS MISSING, REPORT ONE SET USED IN COLUMN G, AND ONE SET LOST IN COLUMN C, AND DO NOT REPORT COLUMN F. REMOVED AND RECOVERED — REPORT ONE FOR EACH SET REMOVED ON (A) DISCON NECT, (B) "FRAME" REMOVAL, (C) CHANGE ON REGRADE, INSIDE MOVE, RECONNECT OR INSTRUMENT CHANGE RECOVERED. FOR SETS BORROWED, REPORT QUANTITY IN THIS COLUMN, ENTER NAME OF PERSON SET IS BOR COLUMN G. USED - REPORT ONE FOR EACH SET USED ON (A) INSTALL, (B) REINSTALL, (C) CHANGE ON REGRADE, INSIDE MOVE, RECONNECT OR INSTRUMENT CHANGE (WHETHER FOR CUSTOMER OR COMPANY REASONS), AND (D) CHANGE FOR REPAIR OR ZONING. FOR SETS <u>LOANED,</u> REPORT QUANTITY IN THIS COLUMN. LINE H. TOTAL TELEPHONE SETS TO BE ACCOUNTED FOR — ENTERSUM OF LINE A PLUS LINE LINE L. TELEPHONE SETS ON HAND - this quantity shall be obtained as shown in formula ENTER NAME OF PERSON SET IS LOANED TO UNDER ORDER NUMBER, AND SHOW "LOANED" ON SAME LINE. LINE J. TOTAL TELEPHONE SETS USED - ENTER SUM OF ALL SETS USED AS SHOWN ON LINE DAY. IF THERE IS ANY DIFFERENCE, REFER TO SUPERVISOR FOR INVESTIGATION AND CORRECTION. 10W TO REPORT TELEPHONE SET ACTIVITY ON FORM SW-6134 ORDER NUMBER, AND TELEPHONE NUMBER ON SAME LINE. SHOW SERIAL NUMBER OF SW4311 USE ANY AVAILABLE JOB NO. TO SHOW SETS LOANED, BORROWED AND SPECIAL ACTIVITY THE INITIAL PREPARATION AND USE OF SW-8134 IS COVERED IN 742-011-914SW SET RECONNECTED IN COLUMN D. REPORT MISSING SET ON SW-6311. UMN F - REMOVED, TO INDICATE SET WAS NOT RECOVERED. SUPERVISOR FOR INVESTIGATION AND CORRECTION. AND ENTER NUMBER OF SETS RETURNED. REMOVED, REPORT IN COLUMN F. B PLUS LINE 14, COLUMN F. WORKMEN ON THIS LINE. RECEIVED. NOTE: SW-6134A (Rev. 9-80) ORED PERIOD ENDING HEMONED REPORT NUMBER TELEPHONE SETS NI-THE DATE MECLED BECON-H. TOTAL SETS TO BE ACCOUNTED FOR (LINE A + B + 14, COLUMN F) TELEPHONE SETS ON HAND END OF PERIOD (LINE H - J - K) PREPARE K. TELEPHONE SETS RETURNED TO STOREROOM FOUND TOTAL TELEPHONE SETS USED (LINE 14, COLUMN G) INSTALLATION AND REPAIR FORCES LOG AND TELEPHONE SET TOTAL TELS APPT NOT MET CODE **ACTIVITY RECORD** NEXT ž EMPLOYEE'S SIGNATURE AND TITLE TELEPHONE SETS ON HAND FROM PRECEDING REPORT TIME ORDER COMP × TELEPHONE SETS RECEIVED FROM STOREROOM ACT TOTAL CXM MINUTES EST × ORDER NUMBER TELEPHONE NUMBER PLANT SER ORD NO. MAN'S NAME TOTAL CURRENT ACTIVITY Southwestern Bell WORK CENTER OR STOCK LOC AREA NO VEHICLE NO. 742-011-9148W **EMPLOYEE'S** CREW Q 5 5 ON BOD

#### EXHIBIT 2

# FORM SW-6134 TYPICAL EXAMPLES AND REPORTING OF VARIOUS CONDITIONS ENCOUNTERED IN SERVICE ORDER ACTIVITY

742-011-9145W INS	INSTALLATION AND REPAIR FORCES	AND	REPA	IR FO	CES		si €	SW-6134A			COMDITIONS ENCOUNTERED ON SERVICE ORDER ACTIVITY
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NAME TELEPHONE SETS ON HAND FROM PRECEDING REPORT	ROM PRECEDING	EDING REPORT						٥٩	#2 'IN' O WORK REPOF	"IN" ORDER WORK OPER REPORTING	: MAIN STATION ONLY — ELI INFORMATION — 1 STATION : ELI IN PLACE — SET SUITABLE FOR USE — REUSED : 1 RECONNECT — COLUMN D
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### EXHIBIT 3

FORM SW-6134
ILLUSTRATION OF REPORT FOR EXCHANGE REPAIRMAN

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#### EXHIBIT 4

#### FORM SW-6294

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