

## HOW TO COMMENT ON BELL SYSTEM PRACTICES

### 1. GENERAL

**1.01** Bell System Practices (BSPs) are the main source of information for the engineering, installation, operation, and maintenance of the Bell System's communications plant. The practices must be correct and complete to be effective. The practice user can best judge whether a BSP is accurate and adequate. Comments from the user are helpful in correcting errors and making changes to improve the practices. This section describes how comments can be made.

**1.02** This section is reissued to include the current Form E-3973, to explain how to submit Operating Telephone Company local practices for AT&T review, and to make other changes to bring the section up-to-date with present procedures. Arrows ordinarily used to indicate changes have been omitted.

**1.03** There are two types of comments. The first, and most important, is **TECHNICAL** and involves such items as:

- (a) Errors in values or requirements to be applied in testing, aligning, adjusting, or repair
- (b) Typographical errors which cause misunderstanding
- (c) Incorrect references to drawing numbers, codes, specifications, etc
- (d) Incorrect sequence or points of reference for performing a specific task
- (e) Any errors or omissions which prevent the successful completion of a job operation, create a hazard to safety, or create a misunderstanding.

**1.04** Before a technical comment is made, the reasons for the difficulty should be carefully reviewed. The originator should be sure that the

practice has been applied under the proper set of conditions. Things to be considered are:

- (a) That the practice is right for the item involved as identified by the code, specification or drawing number, or accepted name of the item, and that the most up-to-date issue is being used
- (b) That proper options, cross-connections, and wiring changes have been applied
- (c) That adjustment, alignment, etc, of associated items are correct
- (d) That any required tools, gauges, and materials are as specified
- (e) That any required test equipment is as specified and is properly calibrated and connected.

**1.05** Listed below are typical comments of a technical nature:

"Paragraph 2.37 shows the thickness of the P-243663 feeler gauge as 0.015 inch. It should read 0.0015 inch."

"Test J, Step 11 calls for an MA10 message to be printed. The correct message is an MA07."

"Test C, Step 7 states: 'Connect dc voltmeter between circuit ground (Term. 2B, TS A) and TP1.' Term. 2B should read Term. 28."

"The verification for Steps 6 and 20 in Test Y states that OOS Lamp 0 or 1 should be extinguished. The lamp actually remains lighted until the NOR key is operated."

"Paragraph 3.04 (b) should be revised to include the use of special eye protection (B Plastic Goggles) when changing filter cells."

1.06 The second type of comment is **GENERAL**. These are usually suggestions for changes to improve the usability or effectiveness of a practice or requests for new or extended BSP coverage of a given subject. The following are typical:

"The test covering the test set connection and preparation is lengthy and difficult to follow. It is suggested that, on reissue of the section, this information be presented by means of a sketch."

"Although the SD drawing shows the voltage values at the test points for Test B, it would be more convenient and would save time if these values were shown in a table in Test B."

"Table A should be ruled horizontally to make it easier to read across."

"The word 'aximuth' in Paragraph 2.02 should read 'azimuth'."

2. PROCEDURES

Using Form E-3973

2.01 A form letter is provided for making comments. (See Fig. 1.) It is available from the Western Electric Company in packages of one hundred (four pads of twenty-five each) and is ordered in a manner similar to that for ordering stationery.

2.02 The BSP section number and issue number should be filled in under Item (a) and the comment stated in the space provided. If additional space is required for more detail, sketches, etc, sheets may be attached to the form. The name and telephone number of a person who may be contacted for further information should be supplied,

as well as the name, mailing address, and telephone number of the person to whom the reply may be given. All entries on the form should be **typed** or **printed clearly**.

2.03 If a new section is being requested, Item (b) should be filled in and an explanation of the request stated in the space provided for comments.

2.04 Local procedures for handling comments should be followed. These usually require forwarding the comments through the lines of organization to the responsible telephone company staff group. The latter will forward two copies of the form and any attachments to the AT&T BSP Coordinator at the address shown on the form. If no local procedures are in effect, the two copies should be forwarded directly to the AT&T address by the originator.

2.05 The comments may be resolved either by AT&T or by the Western Electric Company Bell System Data Design Engineering organization. A reply in writing or by telephone will be provided.

Transmittal of Operating Company Sections to AT & T

2.06 Although most locally prepared practices concern administrative information applicable only to the originating company, some local sections, addenda, or appendixes may be considered suitable for System-wide application. In such cases, three copies of the local document should be forwarded to the AT&T BSP Coordinator for review. They should be transmitted via the BSP comment form, E-3973, and Item (c) should be completed. No acknowledgment or reply will be made in such cases unless specifically requested. The form should show, however, the name and telephone number of a person who may be contacted for further information if required.

Bell System Practices - Comments

Form E-3973(7-76)  
BSP 000-010-015

Send to:  
Bell System Practices Coordinator  
American Telephone and Telegraph Company  
Room 3345H1  
295 North Maple Avenue  
Basking Ridge, New Jersey 07920

Date: \_\_\_\_\_

Please type or print clearly:

The following comments pertaining to Bell System Practices should be considered in connection with:

- (a) Revision of Section Number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] , Iss. No. [ ] [ ]
- (b) Preparation of a new section on the following subject:  
\_\_\_\_\_
- (c) Review by AT&T of Operating Company - prepared section, number [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ] , titled \_\_\_\_\_  
\_\_\_\_\_ which may have system wide application. Attach three copies of section, duplicate E-3973 not required. Acknowledged only upon request.

Comments: \_\_\_\_\_

(use separate sheet if required)

Classification

- Urgent
- Necessary
- Deferrable

For further information, contact

Name: \_\_\_\_\_  
Tel. No.: [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ]

Attached:  
Duplicate copy  
with attachments

Send reply to:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Zip: [ ] [ ] [ ] [ ] [ ]  
Tel. No.: [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ]

Fig. 1—Form E-3973