

**Method of Procedure (MOP)
For
BellSouth Telecommunications, Inc. (BST)**

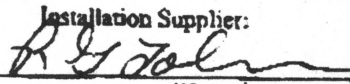
BST Order No: 5HC7003400		Installation Supplier Order No: MT6464	
Job Start Date: 10/01/01	Work Start Date: 10/01/01	Job Completion Date: 11/08/01	
Installation Supplier Company/Phone: Min Tel Communications L.L.C. 770-923-0304 fax 770-923-0109			
Subcontractor Company/Phone:			

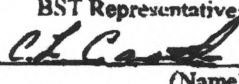
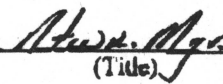
Office C.L.I.I code and address where job is performed: BEATTYVILLE RRS HIGHWAY 11 BEATTYVILLE, KY			
General description of work: REMOVAL OF ALL EQUIPMENT EXCEPT LIGHTS AND SUPERSTRUCTURE			
MOP prepared by: R.G. TOLER	Title: Installation Supervisor		Date: 10/01/01
Related MOP Numbers:	N/A		

Responsibility for supervision of this job is assigned to: (Type or Print)

	Job Supervisor	Work Phone	Emergency or Pager Number
Installation Supplier	R.G. TOLER	859-745-4698	859-771-0866
Bell South Representative	CHARLES CASTLE	606-789-9028	606 616-3100

The undersigned authorize and approve the requirements stipulated in this MOP.

Installation Supplier:

 (Name) INST. SUPV 10/01/01
 (Title) (Date)
 (Name) (Date)

BST Representative:
 
 (Name) Steve Mgr 10-1-01
 (Title) (Date)
 (Name) pg: 606 616-3100 (Date)

Circulation and Display of MOP

This job has been reviewed and agreement has been reached on the items included in this MOP. No changes may be made in this MOP without the approval of the Network Manager. A copy of this MOP must be provided to the Network Manager (C.O. Supervisor) and be posted on the central office bulletin board or near main entrance of the central office.

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R.G. Toler

 (Name) INST. SUPV (Title) 10/01/01 (Date)

 (Name) (Title) (Date)

BST Representative:

X _____
 (Name) (Title) (Date)

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BellSouth Telecommunications Personnel

BellSouth management/non-management personnel connected with this job:

Name	Title	Responsibility	Telephone Work/Emergency
GARY JACKSON		ALL	606/248/9028
CHARLES JCASTLE		ALL	606-789-9028
		ALL	

Related organizations phone numbers:

Network Reliability Center (NRC):

(AL,LA,MS) Charlotte	557-2074
(FL) Charlotte	780-2074
(TN,KY) Nashville	557-2225
(NC, SC,GA except Atlanta) Nashville	780-2225
(ATLANTA) Nashville	(404) 780-2225

BellSouth Building Service Center (BSC) and Environmental Management:

(FL,GA,NC,SC)	780-2740
(AL,KY,LA,MS,TN)	557-6194

BellSouth Quality Assurance:	(404) 927-7318
Fax	(404) 876-3514

Emergency (if other than 911)

Police:	Fire:	Ambulance:
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Installation Supplier/Subcontractor

Company Name	Address	Telephone
MINTEL COMMUNICATIONS. L.L.C.	2222 NORTHMONT PARKWAY, DULUTH GA.	770-923- 0304

Installation Supplier Management/non-management personnel connected with this job:

Name	Title	Responsibility	Telephone Work/Emergency
R.G. TOLER	INST. SUPV	ALL	859/745/4698
JIM TOLLIVER	INSTALLER	ALL	
JOSH DOTSON	INSTALLER	ALL	
SHANE WAUGH	INSTALLER	ALL	
BARRY BROWN	INSTALLER	ALL	
	INSTALLER	ALL	

A. Work Schedules, Conditions, and Approvals:

1. Shift start times are: day **7 AM**, evening 4 PM, and night **10 PM**, unless arranged otherwise due to job conditions. Length of a shift is **10** hours including meals and breaks.
2. Power systems/equipment and other critical work activities that could jeopardize service shall be performed during the hours of **10 PM** and **6 AM**.
3. Any additional work efforts that will be billed to BST must receive prior approval from the Capacity Manager.
4. If evening or night shift work activity is to be started or stopped, Network Operations must be notified 48 hours in advance.
5. Supplier must notify the NRC upon entry and exiting building when performing any work activity that has the possibility of affecting equipment or customer service. (See Page 2)

B. Summary of Major Work

What will be added, removed or modified and when will installation/acceptance tests and job verification start. Check mark denotes detailed MOP or step-by-step procedures required.

Date	Work Operation and Equipment	Detail Req'd
10/01/01	START REMOVAL WORK	<input type="checkbox"/>
10/10/01	FINAL WALK THROUGH AND REQUEST BSS TO PICK UP REMOVED EQUIPMENT	<input type="checkbox"/>
		<input type="checkbox"/>
	NO DETAILED MOP REQUIRED---DEAD OFFICE	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Other existing equipment/circuits/services that may be impacted by this job are:

TRANSMISSION, POWER AND SWITCH

Hazardous materials associated with this job are:

N/A

Handbooks, technical documents, practices, and bulletins related to this MOP are:

TR73503, JOB SPEC & DRAWINGS,

EQUIPMENT SPECIFIC DRAWINGS

C. Installation Supplier Assurance

1. All work will be completed in accordance with BellSouth requirements and workmanship standards published in TR 73503, 73508, 73519, 73564, etc.

D. Service Interruption

1. An Emergency Restoration Plan for all equipment/systems shall be submitted to and approved by Network Operations prior to beginning any work activity on equipment in the central office.
2. Each Plan shall provide information sufficient to restore service within a prescribed time frame. Information that shall be included in the Plan is identified below.

Emergency Restoration Plan

If any service degradation, equipment failure or outage occurs, the supplier must immediately notify the local Electronic Technician, Network Reliability Center, Network Manager and Area Manager in that order. (See page 2)

Sequence for escalating problem if service cannot be restored within 30 MINUTES.

Who	Title	Work/Emergency No.
R.G. TOLER	INST SUPERVISOR	859-745-4698 / 859-771-0866
HARRY HAYES	OPERATION MANAGER	770-923-0304/800-999-6710-997-1113

Major services/systems/equipment/circuits that can be impacted and who can help.

Services/Systems/Equipment/Circuits	Qualified Personnel	Work/Emergency No.
SWITCHING SERVICES SYSTEM	NRC	557-2225
TRANSMISSION EQUIPMENT	NRC	557-2225
POWER SYSTEMS	NRC	557-2225

Sequence of actions to be taken to eliminate the problem within the restoral time frame.

- 1.INSURE THE SAFETY OF PERSONNEL AND EQUIPMENT
- 2 TREAT ANY INJURED PERSONNEL
- 3.ISOLATE THE CAUSE OF THE SERVICE LOSS OR DEGRADATION
- 4.REMOVE THE CAUSE OF SERVICE LOSS OR DEGRADATION
- 5.ATTEMPT TO RESTORE SERVICE
- 6.IF SERVICE CAN NOT BE RESTORED WITHIN 30 MINUTES, CONTACT THE APPROPRIATE SUPERVISORS AND THE NRC FOR HELP
- 7 WHEN SERVICE IS RESTORED CONTACT THE APPROPRIATE SUPERVISOR WITH ALL THE DETAILS FOR THEIR REPORTS..

3. If a service interruption occurs, immediate restoration of service is the joint responsibility of BST and installation supplier. Each shall immediately notify the other of the problem and proceed to implementing the Emergency Restoral Plan.
4. BST may suspend job until a service interruption or degradation condition is corrected.
5. All service interruption and degradation problems encountered must be reported by Installation Supplier to the BST Quality Assurance organization in writing within 48 hours after occurrence.
6. The written report shall include:
 - a) Central Office Location
 - b) Time and duration of occurrence
 - c) Description of the equipment affected
 - d) Nature of the occurrence
 - e) Your name, company and contact number

E. Delivery, Storage and Staging of Equipment

1. All equipment shall be uncrated or opened by the installation supplier in a protected storage area designed by BST. A storage area key, if required, can be obtained from Network Operations. Any shortage shall be reported ***MINTEL TAMMY EDRIDGE AT 770-923-0304 EXT 2028***
 2. Disposal of packing materials, and all plans/tools/materials for hoisting, hauling, and protecting equipment in the central office shall be approved by Network Operations.
 3. Special requirements related to storing, staging, and/or moving equipment are:
N/A
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F. Testing, Observations and Job Verification

1. All persons performing work in connection with this MOP must be aware of its location and content.
2. Installation supplier must notify Network Operations at least **72 hours** prior to starting any testing.
3. On a daily basis, installation supervisor must notify Network Reliability Center on telephone number **557-2225** when entering and leaving an unattended central office.
4. Monitoring and reacting to alarm indications related to equipment and circuits removed from service shall be performed jointly by the supplier and Network Operations and coordinated with the NRC.
5. The installation supplier shall test prior to and upon completion of this job all alarms related to equipment added/removed/modified/impacted by this MOP.
6. All fusing and fuse records for equipment added/removed/modified by this MOP shall be verified/updated upon completion of this job by installation supplier.
7. Fuses and jumpers shall be removed by Network Operations.
8. Before disconnecting or cutting any cables or wires associated with equipment, the installation supplier shall verify that they are not active, and obtain concurrence from Network Operations that the associated equipment has been made spare.

9. Special testing, observation and/or verification requirements for this job are:
ALL WORK IN BDFB AND OTHER LIVE ENVIRONMENTS WILL HAVE A DETAILED MOP PREPARED ON SITE AND A TELCO REPRESENTATIVE WILL BE PRESENT DURING THE WORK OPERATIONS

G. Safety, Security Requirements and BellSouth Rules

1. The following requirements and rules have been discussed with and concurred by the installation supplier as initiated. Refer to appropriate notes that follow for clarification.

Initial		Note
<u>RGT</u>	a. wearing safety glasses/goggles, protective/clothing/hard hats	_____
<u>RGT</u>	b. sign-in logs/wearing badges/securing area	_____
<u>RGT</u>	c. location of fighting equipment and fire exits	_____
<u>RGT</u>	d. use of flame retardant and static free material	_____
<u>RGT</u>	e. existing hazards/specific warnings (from walk through)	_____
<u>RGT</u>	f. condition/type/size of mechanical tools	_____
<u>RGT</u>	g. grounding/protection/calibration for electrical tools	_____
<u>RGT</u>	h. identification/storage/handling/disposal of hazardous materials	_____
<u>RGT</u>	i. special requirements protecting equipment/facilities	_____
<u>RGT</u>	j. location/use of employee conveniences (rest/lunch rooms, parking)	_____
<u>RGT</u>	k. housekeeping requirements, rules of conduct, use of phones	_____
<u>RGT</u>	l. location of power plants, distributing systems, and select circuits	_____
<u>RGT</u>	m. Use of insulated tools and protective covers	_____

Note

Clarification

N/A

The installation supplier shall maintain a log of the cable holes opened/closed, where, and on what dates/times. **At the end of each shift, the installation supplier must secure the cable holes per TR73503.** A Cable Hole List form is provided below for that purpose.

Cable Hole List

Cable Hole and Location	Date/Time Opened	Date/Time Closed
NONE		

(Attach additional sheets if required)

H. Detailed Steps

When detailed procedural information or instruction is required for this MOP, the Detailed Steps form on the next page shall be used. The form shall be reproduced and completed in sufficient quantity to provide all detail needed to do the work completely and accurately.

The Detailed Steps shall be completed as specified in the order listed. No deviations are allowed unless prior authorization is received from Network Operations.

The Detailed Steps must include the following information:

1. Installation supplier shall insure that workers are aware of and follow the safety, security and telephone company rules identified above and defined on the following note pages.
2. Indication if step is a critical work activity. Information items 5, 6, 7, and 8 are mandatory for critical work activities.
3. Who is accountable for the completion of each step—installation supplier, BST, or both.
4. What work action is to be performed? Work action must be a verb such as add, remove, apply, route, wire, connect, operate, adjust, test, observe, verify, etc.
5. Detailed step-by-step procedures (either listed or referenced), special test equipment or tools, input materials or resource needed to complete the work activity.
6. Name of person who will perform the step(s) and on what dates and times.
7. Special standards and expected output results.
8. At what steps, or where in the detailed procedure can work be safely stopped.
9. Date when a step or work activity is actually completed.
10. Initial of installation supplier and/or BST person who completed the step or work activity.

2	3	Detailed Steps	8	9	10
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I. Job Closure:

1. Upon job completion, installation supplier shall complete a Confirmation of Job Completion form and send it to **CENTRAL OFFICE SUPERVISOR OR ON SITE TECH**.
2. If job is rescheduled or extended, a Notification of Revised Completion Date form shall be prepared by the Installation Supplier, and submitted prior to 75% of the installation interval.
3. All work left outstanding by the installation supplier and all workmanship quality defects identified by BST, must be completed or corrected by the installation supplier within **30** days of the job completion date.
4. The installation supplier shall prepare a new MOP to complete all outstanding work and correct all defects in workmanship quality if requested by BST.
5. BST shall withhold final payment to the installation supplier until authorized **Circuit Capacity Mgr.**
6. At job completion, the installation supplier shall remove all trash and excess material from BST premises **within 1 work day of job completion.**
7. At job completion, all documentation/materials due to BST shall be turned over to **Central Office Supervisor or on site Tech within 1 day of completion** by the installation supplier.
8. The installation supplier shall inform Network Operations 48 hours in advance as to when a final job completion walk through is desired.

The confirmation of Job Completion form must be forwarded no later than Monday following the completion date to the following personnel:

Capacity Manager:	KAY HUDSON
Network Manager (C.O. Supervisor):	CHARLES CASTLE