

POLE TRANSFER TICKETS

When creating a ticket, the Priority field should include a number from 0-9. This number informs others of the type of ticket and the importance of the ticket. Please refer to the list below to determine the appropriate code.

Georgia NJUNS Priority Codes

- 1 Severe
 - Requires immediate attention due to field conditions. (i.e. severely damaged pole, severely deteriorated pole, etc.) Requires personal contact to be made with the party being requested to perform work.
- 2 Priority Change Out
 - The condition of the pole is such that work on this ticket receives priority above a routine transfer, but does not require immediate attention. (i.e. pole found during field inspection requires replacement within a reasonable amount of time, cables temporarily attached safely but require permanent attachment) This is not intended for use to meet a condensed time schedule for make ready, rushed road widening projects, etc. unless the condition of the pole is the cause for the work.
- 3 Routine
 - Regular Pole Change out or work at same pole location
- 4 Relocation/Removal
 - Pole change out – new pole located more than 10 feet away from original pole location
 - Pole to be removed from the field
- 5 Make Ready
 - At request of attacher, provide additional pole space
- 6 Make Right
 - NESCS corrections for existing attachments (No new attachments to the pole)
- 7 Open
- 8 Open
- 9 Open
- 0 Other - User Defined - "Clarify with comments for the benefit of others"

When updating a step, only change the proposed to complete if all the work has been completed. If the member code is wrong or the work cannot be completed, notify the pole owner either by phone, email or through comments in the remarks on your step. It is suggested that if you are adding comments for the pole owner that you email the ticket to the pole owner or call the pole owner and inform them of the comments. Place the comments in the Remarks field along with the date. If the member code is wrong and you know what the correct code is supposed to be you can change the member code to the correct one. If you do not know the correct member code then change the member code to the pole owner and place comments in the Remarks field explaining that the member code is incorrect. Remember that once you change the member code you no longer have access to make any changes on that job step.