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C-A OPERATIONS PROCEDURES MANUAL

1.4 Collider-Accelerator Department Plans, Policies, and Operating Procedures

Text Pages 2 through 5

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

E. Lessard

1.4 Collider Accelerator Department Plans, Policies, And Operating Procedures

1. Purpose

- 1.1 This policy and the subordinate procedures define the management of new or changed operating plans, procedures, and policies at the Collider Accelerator Department (C-A).
- 1.2 All plans, policies and procedures at C-A shall be termed "procedures." C-A operating procedures are written by cognizant systems specialists, operating personnel, or systems managers. Formats to policies and procedures are given in C-A [OPM 1.4.1](#). Instructions for reviewing, authorizing, revising, canceling, distributing, and ensuring training are given in C-A-[OPM 1.4.3](#), [OPM 1.4.4](#) and [OPM 1.4.5](#).

Note:

When writing the procedure, avoid using the word "should." In order to be certain that there are no misunderstandings within the C-A, "should" and "shall" are intended to be equivalent words when used in the C-A-OPM. For example, if you should follow a procedural step, then you shall follow it, unless you change that step in accordance with C-A-OPM procedure established herein.

1.3 Definitions

1.3.1 OPM Procedures (see [OPM 1.4.3](#))

1.3.1.1 Yellow OPM procedures - Yellow or (Y) designated procedures are safety related procedures used when deviation from literal compliance could trigger consequences that break the safety envelope of the accelerator (see C-A-[OPM 2.5](#)), OR could exceed thresholds for Quality Assurance Categories A1 or A2 (see [QAP 301](#)).

1.3.1.2 White OPM procedures - All other procedures that are not yellow-safety-related procedures are white procedures.

1.3.2 Temporary Procedures (see [OPM 1.4.4](#)).

1.3.2.1 Temporary procedures are used to allow operations to proceed at safe but expeditious pace. An expeditious pace may be required during shifts. Temporary procedures follow similar review and approval steps as do Permanent Procedures; however, training requirements allow shift personnel to train without interrupting the accelerator schedule.

1.3.3 Hand Processed Changes (see [OPM 1.4.5](#))

1.3.3.1 Hand processed changes provide a convenient way to maintain controlled copies of the C-A-OPM current. HPCs apply to OPM procedures and Temporary Procedures.

2. Responsibilities

2.1 Department Chair

- 2.1.1 Authorize yellow OPM procedures
- 2.1.2 Authorize Temporary procedures
- 2.1.3 Authorize HPCs

2.2 Associate Chair for ESHQ

- 2.2.1 Authorize OPM procedure tracking forms
- 2.2.2 Assign reviewers for yellow OPM procedures
- 2.2.3 Authorize OPM procedure cancellations
- 2.2.4 Authorize Temporary procedures
- 2.2.5 Authorize Temporary procedure cancellations
- 2.2.6 Authorize HPCs

2.3 Division Head

- 2.3.1 Authorize white OPM procedures
- 2.3.2 Assign technical reviewers for white OPM procedures
- 2.3.3 Authorize Hand Processed Changes for white OPM procedures

2.4 ESHQ Division Head

- 2.4.1 Authorize safety and skills training associated with OPM procedures
- 2.4.2 Authorize Temporary procedures
- 2.4.3 Authorize Temporary procedure cancellations

2.5 Head of the Main Control Room (MCR)

- 2.5.1 Enter completed HPC Forms into the HPC Log in the MCR
- 2.5.2 Forward a copy of the HPC and HPC forms to the Procedures Coordinator
- 2.5.3 Ensure the HPC and Temporary procedure logs in MCR are complete and up-to-date
- 2.5.4 Convert HPCs in the HPC log to OPM procedure revisions
- 2.5.5 Review Temporary procedures
- 2.5.6 Cancel Temporary procedures

- 2.6 ESH Committee Chairs
 - 2.6.1 Review new or revised yellow OPM procedures
 - 2.6.1 Authorize HPCs
- 2.7 Technical Reviewers
 - 2.7.1 Review new or revised white OPM procedures
 - 2.7.2 Walk through new procedures to ensure their workability.
- 2.8 Procedures Coordinator
 - 2.8.1 Track revised procedures and Hand Processed Changes to ensure that reviews, editing, and approvals are completed
 - 2.8.2 Update Table of Contents of C-A-OPM
 - 2.8.3 Update C-A-OPM every three years
 - 2.8.4 Update all website copies of C-A-OPM's with HPCs
 - 2.8.5 Ensure that the C-A-OPM is updated when changes occur, including HPCs
 - 2.8.6 Ensure that all completed procedure forms are maintained.
 - 2.8.7 Direct discarding of cancelled procedures.
- 2.9 Documentation and Training Manager
 - 2.9.1 Authorize safety and skills training associated with procedures.
 - 2.9.2 Coordinate training for procedures.
 - 2.9.3 Ensure required reading acknowledgement forms are distributed and collected.
 - 2.9.4 Ensure that personnel are trained.
 - 2.9.5 Ensure that training exams and course documents are maintained.
 - 2.9.6 Maintain signed original procedures
- 2.10 Procedure Authors and Writers
 - 2.10.1 Conduct the training required by Temporary procedures.
 - 2.10.2 Obtain a HPC number from the Procedure Coordinator
 - 2.10.3 Complete the training requirements for HPCs
- 2.11 Holders of Controlled Copies of the .
 - 2.11.1 Ensure that new and revised procedures and Table of Contents are promptly placed in their copy of the C-A-OPM.
 - 2.11.2 Fill out and return control forms and cancelled procedures to Procedure Coordinator

3. Prerequisites

None

4. Precautions

None

5. Procedure

5.1 Processing OPM Procedures

5.1.1 Use [C-A-OPM 1.4.3](#) in order to process OPM procedures.

5.2 Processing Temporary Procedures

5.2.1 Use [C-A-OPM 1.4.4](#) in order to process Temporary Procedures.

5.3 Processing Hand Processed Changes

5.3.1 Use [C-A-OPM 1.4.5](#) in order to process Hand Processed Changes.

6. Documentation

None

7. References

7.1 [C-A-OPM 1.4.1 “Format of C-A Policies, Programs and Operational Procedures”](#).

7.2 [C-A-OPM 1.4.3 “Procedure for Implementing New or Revised Permanent Procedures, or Canceling Permanent Procedures”](#).

7.3 [C-A-OPM 1.4.4 “Procedure for Implementing or Canceling Temporary Procedures”](#).

7.4 [C-A-OPM 1.4.5 “Procedure for Implementing Hand Processed Changes”](#).

8. Attachments

None