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C-A OPERATIONS PROCEDURES MANUAL

2.8 Shift Turnover

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Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
 Collider-Accelerator Department Chairman Date

P. Ingrassia

## **2.8 Shift Turnover**

### **1. Purpose**

- 1.1 Shift turnovers shall provide oncoming shift personnel with an accurate picture of the overall accelerator status. Shift turnover is an important part of accelerator operation. Complete and accurate shift turnover will contribute to clear understanding, optimum accelerator and equipment performance, and safe operations. On coming and off-going personnel shall have a high degree of confidence that an appropriate information transfer has taken place before shift turnover has been completed. Oncoming personnel conduct a comprehensive review of appropriate logs, records and equipment information before responsibility for the shift position is transferred.
- 1.2 Shift turnovers shall include a thorough review of appropriate documents describing important aspects of accelerator status and an inspection of appropriate accelerator instrumentation. These reviews are then complemented by a discussion between the off-going and oncoming operators.
- 1.3 Personnel shall not assume operational duties unless they are physically and mentally fit to do so.
- 1.4 Oncoming personnel could arrive early or off-going personnel could stay late so that adequate review time is available. When this overlap period occurs is determined by the individual operating groups.
- 1.5 Any special information required on a particular shift is written in the logbook by the senior person in charge of the group, or designee, and verbally emphasized during the briefings.

### **2. Guidelines**

#### **2.1 Shift Turnover Review**

The turnover review by the operators shall include:

- a. A comparison of the significant equipment parameters at shifts start and end,
- b. if appropriate, a hard-copy of equipment performance.

#### **2.2 Document Review**

Oncoming shift personnel are expected to use the first several minutes of their shift reading the contents of the shift logs and the required readings as indicated by the groups supervisor.

For example, MCR Operators will review the Required Reading Binder, Temporary Procedures Logbook, Cancelled Temporary Procedures Binder, and Hand Processed Change Logbook as well as Daily Orders on the web. Unless clearly designated for immediate attention, all reading should be completed within ten days of issue. All reading should be appropriately signed-off. Questions about reading material should be addressed to the Head of the MCR.

### 2.3 Discussion and Exchange of Responsibility

Whenever the accelerator(s) or associated equipment is operating at shift change time, the off-going shift personnel brief the on-coming shift personnel to ensure that they are fully cognizant of operating conditions. The on-coming shift personnel is given a briefing covering what has occurred since the last shift.

### 2.4 Shift Crew Briefing

The Shift Crew Chief shall conduct a crew briefing after accepting responsibility for the shift. The briefing shall include a review of the status of the accelerator, problems with equipment, and evolutions in progress or planned during the shift.

### 2.5 Reliefs Occurring During the Shift

Exchange of Shift Personnel for personal, health or other reasons during a shift shall be done in such a way as to ensure that the oncoming person is knowledgeable of the conditions as they would have been had a complete shift turnover process been conducted. For example, accelerator instrumentation and logbook reviews may or may not be necessary, depending on the oncoming person's familiarity with the current conditions.

### 2.6 Exchange of Responsibility

The on-coming Operations Coordinator signifies that they are cognizant of facility operations, and prepared to assume responsibility for operations, by entering in the shift log the name of the OC assuming responsibility for the shift and the time of day responsibility was assumed, for example, "OC#1 assumed responsibility for the shift at 0800".