

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

9.1.9.b Procedure for Entering and Maintaining Data in Beam Fault Studies Logbooks

Text Page 2

C-A-OPM Procedures in which this Attachment is used.		
9.1.9		

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

D. Beavis

Procedures for Entering and Maintaining Data in Beam Fault Studies Logbooks

1. Fault study logbooks will remain in the Main Control Room (MCR) area; they may be removed with permission of the MCR Operations Coordinator.
2. All data from the fault study will be entered in the appropriate fault study logbook and will follow the format as outlined below:
 - a. Data from previous measurements may be included in the fault study record with proper reference as to its origin.
 - b. All handwritten entries are to be made in dark ink to permit legible copies.
 - c. Corrections are to be made with one line (strike through) and initialed. (No "white-out"; original entry still legible).
 - d. Strike through blank pages.
 - e. Copies may be made of the information contained in these fault studies logbooks.