

*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

1.4.4 Procedure for Implementing or Canceling Temporary Procedures

Text Pages 2 through 6

Attachments

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, P. Ingrassia

1.4.4 Procedure for Implementing or Canceling Temporary Procedures

1. Purpose

This procedure describes the process for implementing or canceling Temporary Procedures. These instructions apply to AGS Temporary Procedures written after April 1, 1993.

2. Responsibilities

2.1 All authors of Temporary Procedures are expected to follow this procedure for implementing or canceling Temporary Procedures.

3. Prerequisites

None

4. Precautions

4.1 DO NOT enter Temporary Procedures into the C-A-OPM.

4.2 IF the Temporary Procedure supersedes a C-A-OPM procedure, THEN

4.2.1 Annotate the affected C-A-OPM procedure by means of an Hand Processed Change (HPC).

4.2.2 Ensure all controlled copies of the C-A OPM are annotated.

4.3 Print Temporary Procedures on white paper.

4.4 DO NOT alter forms or checklists.

4.5 Apply the procedure ONLY to circumstances covered by the Temporary Procedure.

Warning:

In order to ensure personnel safety, Temporary procedures require literal compliance with the intent. Deviations from the intent of a Temporary Procedure requires the procedure to be removed from the Temporary Procedures Log, and a new Temporary Procedure be implemented.

5. Procedure

Note:

Attachment 8.1 shows the flow chart for implementing Temporary Procedures.

5.1 Initiating a Temporary Procedure

5.1.1 The author must indicate the following in the PREREQUISITES section of the Temporary Procedure:

- Names of persons or job classification to be trained.
- Names of persons or job classification for which required reading is needed.
- Names of persons who may act as trainers in addition to the author.
- The training requirement (e.g., walk through and sign, or read and sign, etc.).
- Minimum number of trained personnel needed to execute the procedure.

5.1.2 The procedure writer shall meet with the Associate Chair for Safety to obtain a Processing Form, C-A-OPM-ATT 1.4.4.a.

5.1.3 The Associate Chair shall fill out the Processing Form for Date, Title, reviewers, authorized signer and any other special comments as circumstances warrant.

5.1.3.1 The C-A Chair or C-A Associate Chair for Safety shall decide who shall approve and sign the Temporary Procedure cover page.

5.1.4 The TPL number shall be assigned by the Head of the Main Control Room (MCR).

5.2 Reviewing the Temporary Procedure

5.2.1 The author of a Temporary Procedure must present the procedure to the ESHQ Division Head, the Accelerator Division Head of Operations, or the MCR G/L, or their designate for a review. The Associate Chair for Safety may choose a reviewer other than those listed above.

5.2.2 The reviewer shall:

- Review the procedure for technical correctness and check that the author describes the appropriate training and/or required reading.
- Ensure that the minimum training requirements are suitable, and the minimum required reading is suitable.
- Sign the Temporary Procedure Processing Form, and Cover Page of the procedure.

5.3 Training for the Temporary Procedure

- 5.3.1 After approval, the author must complete the training requirement with the minimum number of trained personnel needed to execute the Temporary Procedure.
- 5.3.2 Persons meeting the minimum training requirement must sign the Temporary Procedure Training Sign-Off Sheet which is provided by the designated trainer (see [C-A-OPM-ATT 1.4.4.c](#)).
- 5.3.3 After the designated trainer determines that the minimum number of persons have met the training requirement, he must enter the Temporary Procedure into the Temporary Procedure Log (TPL) in the MCR along with the Training Sign-Off Sheet.
- 5.3.4 Additional persons meeting the training requirement at a later time must go to the TPL in the MCR and sign the sign-off sheet.

5.4 Canceling a Temporary Procedure

- 5.4.1 ONLY the MCR G/L, the Accelerator Division Head of Operations, or the ESHQ Division Head may cancel obsolete Temporary Procedures. (See [C-A-OPM-ATT 1.4.4.b](#)).
- 5.4.2 The MCR G/L Group, the Accelerator Division Head of Operations, or the ESHQ Division Head, or their designate must assure that all affected persons, including the author, sign the cancellation sign-off sheet ([C-A-OPM-ATT 1.4.4.b](#)).
- 5.4.3 MCR G/L must forward canceled procedure to C-A Procedures Coordinator.

5.5 Changing Temporary Procedures

- 5.5.1 Hand Process changes are permitted to Temporary procedures if the editor follows [C-A OPM 1.4.5](#) Procedure for Implementing Hand Processed Changes.

5.6 Updating the Temporary Procedure Log

- 5.6.1 At the end of the operating period the MCR G/L must review the Temporary Procedures Log and decide which Temporary Procedures to convert to permanent procedures and which Temporary Procedures to cancel.

6. Documentation

- 6.1 The MCR G/L, or the ESHQ Division Head, shall ensure that the Temporary Procedure is placed in the Temporary Procedures Log.
- 6.2 The MCR G/L shall ensure the C-A Temporary Procedure Processing Form, and the C-A Temporary Procedure Training Sign-Off Sheet are maintained in the Temporary Procedures Log in the MCR along side the Temporary Procedure.
- 6.3 The Procedures Coordinator shall ensure the C-A Temporary Procedure Canceling Form is maintained as required.

7. References

- 7.1 [C-A-OPM 1.4, "Management of C-A Operating Plans, Policies, and Procedures"](#).
- 7.2 [C-A-OPM 1.4.3, "Procedure for Implementing New, Revised, or Canceled Permanent Procedures"](#).
- 7.3 [C-A-OPM 1.4.5, "Procedure for Implementing Hand Processed Changes"](#).

8. Attachments

- 8.1 C-A Temporary Procedure Processing Form and Flow Chart "
- 8.2 [C-A-OPM-ATT 1.4.4.a, "C-A Temporary Procedure Processing Form"](#)
- 8.2 [C-A-OPM-ATT 1.4.4.b, "C-A Temporary Procedure Cancellation Form"](#).
- 8.3 [C-A-OPM-ATT 1.4.4.c, "C-A Temporary Procedure Training Sign-Off Sheet"](#).

Attachment 8.1
Flow Chart For Temporary Procedures

