

*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 available by contacting the **ESSHQ Procedures Coordinator, Bldg. 911A***

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

1.4.5.a C-A Hand Process Change Form and Flow Chart

C-A OPM Procedures in which this Attachment is used.		
1.4.5		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

P. Sampson

C-A DEPARTMENT HAND PROCESS CHANGE FORM

1. HPC # _____
 Name Of the person making the hand process change: _____
 Procedure # Title: _____
 Minimum number of personnel needed to meet training requirements _____

2.

Training Method	Check One	Training Method	Check One
Read and Sign		Simulate	
OJT		Observe	
Perform		Discussion	

Names Of Persons or job classification to be trained:

3.

Print Name	Print Name	Print Name

Names of Persons who may act as trainers in addition to the author:

4.

5.

Approved: _____ Date: _____ Department Chairman, or Associate Chairman for ESSHQ, or ESSHQ Division Head

6.

Reviewer: _____ Date: _____ MCR Group Leader or ESSHQ Division Head HPC Log book entry completed? Yes or No _____ MCR OPM Title Page entries completed? Yes or No _____ Signature of MCR Group Leader: _____ Date: _____
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7.

Note:
 Copies of HPC Form, HPC Training Sign-Off Sheet and OPM changes must be sent by the MCR Group Leader to C-A Procedure Coordinator. Copies of the HPC Form, HPC Training Sign-off Sheet and OPM Changes must be maintained in the HPC Log in the MCR until the HPC is made into a permanent change.

Flow Chart for Tracking Hand Process Changes (HPC)

