

2.2.2 Operations Coordinator Authorization to Modify Procedures.

1. **Purpose**

This procedure provides authorization to on duty Operations Coordinators to modify procedures and checklists in the [C-A OPM](#).

1.1 **Scope**

Procedures containing flaws, inaccuracies, or unclear language may result in an Order to Stop Work. The Operations Coordinator is empowered to make corrections or clarifications and restart work after getting the appropriate permissions.

The intent of this procedure is not to circumvent the approved and established mechanism (Hand Processed Change) to modify procedures. The intent of this procedure is to ensure that Stop Work Orders that are generated by weaknesses in procedures and that halt accelerator operations, are rectified immediately.

By this procedure Operations Coordinators are authorized to edit only procedures in OPM's chapters 4, 5, 6, and 7.

2. **Responsibilities**

2.1 Operations Coordinators (OC) are responsible for following this procedure.

2.2 The next level of supervision, MCR Group Leader and the ESHQ Division Head, are responsible for granting permission to restart work after a Stop Work Order is issued, unless Stop Work was the result of a reportable occurrence (see [C-A OPM 10.1](#))

3. **Prerequisites**

None

4. **Precautions**

None

5. **Procedure**

Note:

For the purposes of this procedure, Procedures and Procedure Checklists are equivalent in that either may be modified by the "OC".

5.1 Correcting flawed, inaccurate, or unclear (problem) procedures

5.1.1 Determine the procedure has a problem.

5.1.1.1 IF Shift Operations Personnel raise an objection to a procedure step either verbally or stopping work then the step may be edited.

5.1.1.2 The on duty OC shall address Shift Operations Personnel arguments and determine whether a procedure step is incorrect, not complete, impossible to perform as stated, or unsafe to perform.

5.1.2 Modify the problem procedure step(s)

5.1.2.1 The OC shall determine if modification of the procedure will have an adverse affect on personnel safety, the environment, or accelerator apparatus.

5.1.2.1.1 IF the OC is unable to make this determination alone, THEN the OC may contact the Main Control Group Leader and/or ESHQ Division Head, to help make the determination.

5.1.2.1.2 IF modification of the procedure will have no foreseeable adverse affects then the OC may proceed with the planned modification.

5.1.2.2 The OC shall photocopy the latest version of the procedure. IF a Hand Processed Change (HPC) is listed on the cover sheet THEN the HPC version of the procedure shall be the source of the photocopy.

5.1.2.3 The OC shall determine, with the help of Shift Operations Personnel, if appropriate, what modifications should be made to the procedure.

5.1.2.4 The OC shall contact the author of the procedure AND the Main Control Room Group Leader:

- to report the changes that they want to make,
- to verify that the change does not conflict with the intent of the author,
- to get approval for the change, and
- to notify that an HPC was begun

- 5.1.2.5 The OC shall contact the ESHQ Division Head or, in his absence, the Associate Chair for ESHQ or the Department Chair, for approval to make the changes.
- 5.1.2.6 The OC shall edit the procedure using blue or red ink, and place the edited version in the HPC log.
 - 5.1.2.6.1 The OC shall fill out the first four lines of [C-A OPM 1.4.5](#) "C-A Department Hand Process Change Form" and attach it to the edited procedure in the HPC log.
- 5.1.2.7 The OC shall record in the OC shift log that an "OC edit" for a particular procedure has been approved and modifications were made.
- 5.1.2.8 IF work was stopped because of a problem procedure step AND the OC has corrected the problem(s) by following this procedure, THEN contact next level of supervision, or the Associate Chair for ESHQ to obtain permission to resume work.

6. Documentation

- 6.1 Operations Coordinators Logbook entry called for in paragraph 5.1.2.7

7. References

None.

8. Attachments

- 8.1 [C-A-OPM 1.4.5 "C-A Department Hand Process Change Form"](#)
- 8.2 [C-A-OPM 10.1 "Occurrence Reporting and Processing Of Operations Information"](#)