

*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

Text Pages 2 through 7

2.28.a C-A Weekly Meetings Diagrams and Table

C-A OPM Procedures in which this Attachment is used.		
2.28		

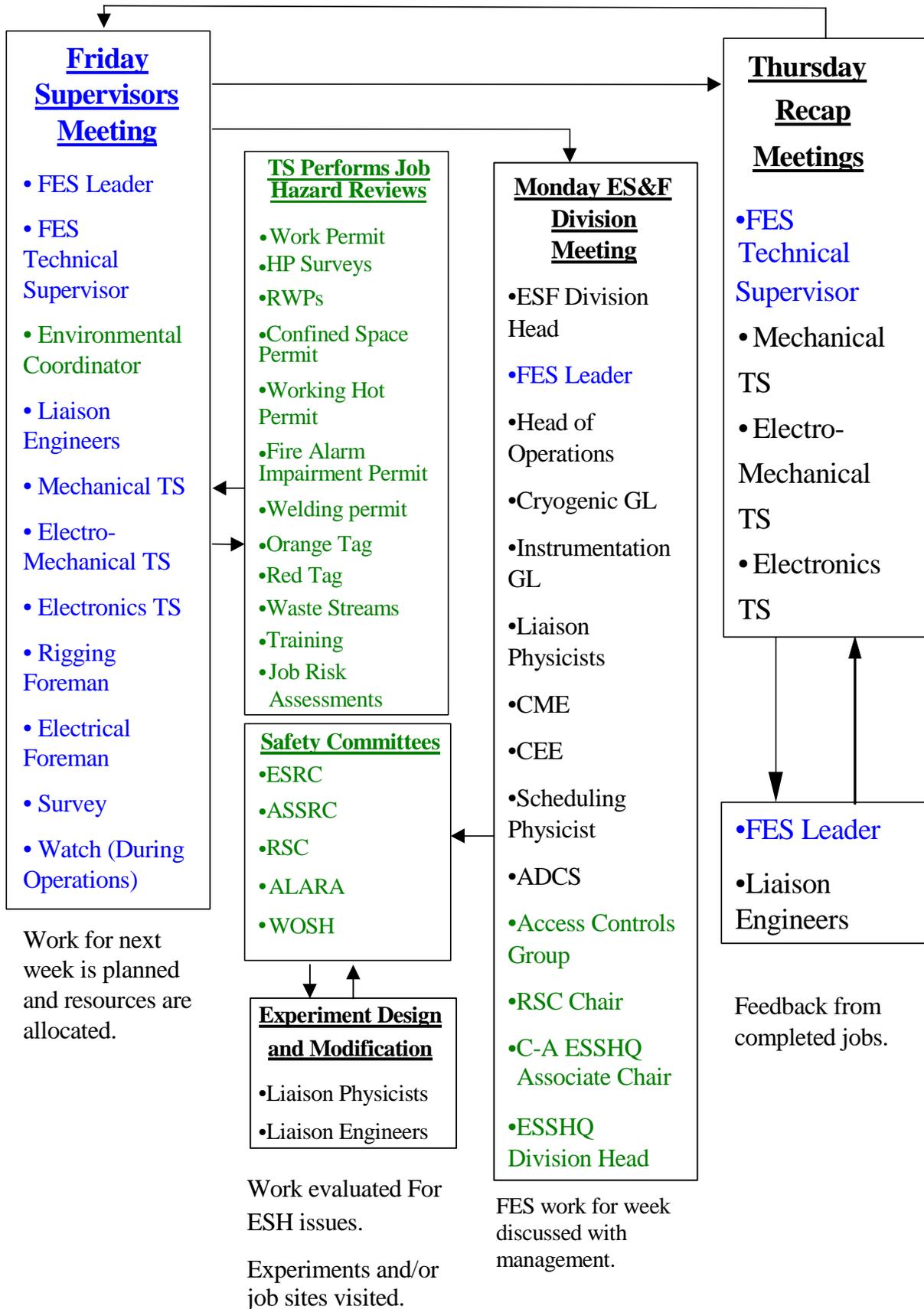
Hand Processed Changes

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

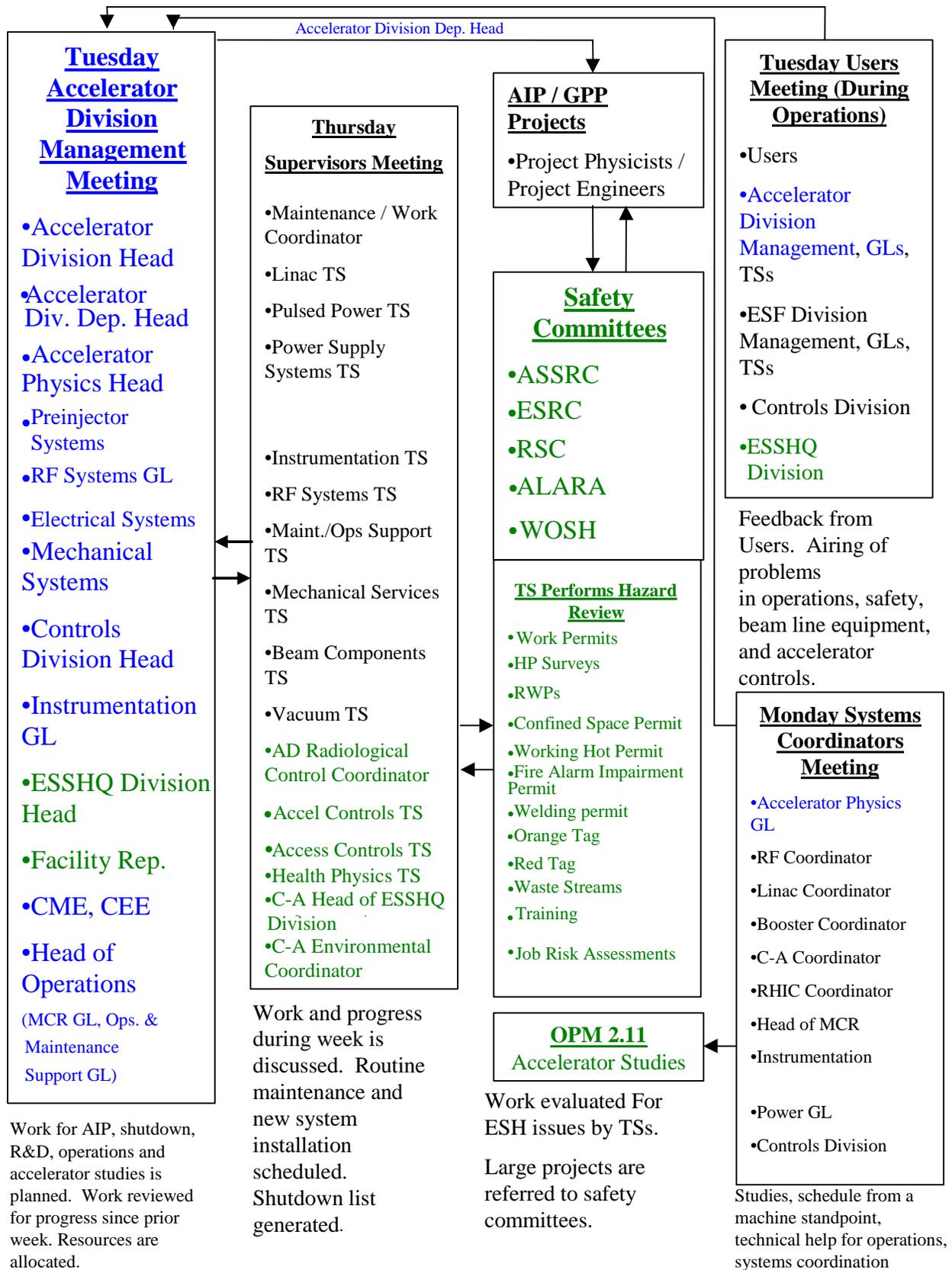
Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
 Collider-Accelerator Department Chairman Date

E. Lessard

# C-A FACILITIES & EXPERIMENTAL SUPPORT WORK PLANNING



# C-A ACCELERATOR DIVISION PLANNING



## Collider-Accelerator Planning Meetings

Department/ Division Name:	Group Name:	Meetings and Frequency	ESSHQ Staff Present (Yes or No)	Type(s) of Work Planning accomplished • Accelerator Projects • Experiment Projects • Daily Tasks <b>Other scope of Meeting</b>
<b>Collider Accelerator Department</b>		Monthly - Department Chairman and Project/Division Management	Yes	Roll-up status of Department operations and required actions.
	<b>EBIS</b>			
	<b>E-Cooling</b>			
<b>Accelerator Division</b>		Weekly	Yes	AIP, shutdown, R&D, operations, and accelerator studies planning/review/resource allocation
	<b>Accelerator Physics</b>	Weekly Coordinators Meeting- group	No	Studies/machine scheduling, technical help planning, and systems coordination
	• Collider	Daily (Commissioning) Daily (Shift/Shift Review) Weekly during shutdown	No No	Status/Planning of daily tasks
	• Injectors	Weekly	No	Status/Planning of daily tasks
	• Operations Analysis	Daily - One on One	No	Status/Planning of daily tasks
	<b>Vacuum Systems</b>	Daily - Supervisors One on one – Technicians as required	No	Status/Planning of daily tasks
	<b>Electrical Systems</b>			
	• Engineering	As Required	No	Status
	• Design	Weekly - one on one	No	Status/Planning of daily tasks
	• Pulsed Power Systems	Bi-weekly - Group	No	Routine planning/status of tasks

	• Booster/AGS Ring P.S. Systems	Weekly - Group	No	Status/Planning of daily tasks
	• Collider Electrical Power Supplies	Weekly - Group	No	Status/Planning of daily tasks
	• Magnet Protection	Meets with Collider Electrical Group	No	Status/Planning of daily tasks
	<b>Machine Operations</b>			
	• Main Control Room	Monthly with Group (Frequency does not apply when machine is running)	No	Status/Planning of daily tasks
	• Maintenance	Weekly (Accelerator Division Supervisors Meeting)	Yes	Accelerator Projects, Daily tasks
	<b>RF &amp; Instrumentation</b>			
	• RF Systems	Bi-weekly - whole Group twice per week - C-A RF Group	No	Status/Planning of daily tasks
	• HF Instrumentation	Daily - One on One	No	Status/Planning of daily tasks
	<b>Mechanical Systems</b>			
	• Engineering	Monthly - Group	No	Status/Planning of daily tasks
	• Collider Mechanical	Daily, TS & Group	No	Status/Planning of daily tasks
	• Design	Daily - Group	No	Status/Planning of daily tasks
	<b>Cryogenic Systems</b>	Weekly - Group	No	Status/Planning of daily tasks
	<b>Beam Components &amp; Instrumentation</b>	Weekly - Group Daily - Supervisors	No	Status/Planning of daily tasks
	<b>Preinjectors</b>			
	• Linac	Weekly - EBIS Group Daily - Linac Group	No	Status/Planning of daily tasks
	• Source	Weekly - EBIS Group Daily - Linac Group	No	Status/Planning of daily tasks
	• Tandem	Daily Shift Changes (2) - Operations personnel Monthly Safety Mtg - Group As Required - Eng. Group	No Yes No	Shift Review/planning

<b>Experimental Support &amp; Facilities Division</b>		Weekly	Yes	Status/Planning of daily tasks
	<b>Facilities &amp; Experimental Support</b>	Weekly - All Liaison Engineers	Yes	Status/Planning of daily tasks
	• Engineering	Weekly - Group	No	Status/Planning of daily tasks
	• Survey	Weekly - Group	No	Status/Planning of daily tasks
	• Power Distribution	Weekly - Group	No	Status/Planning of daily tasks
	• Water Systems	Daily - one on one Daily - Supervisor & group	No	Status/Planning of daily tasks
	• Mechanical Services	Daily - Supervisors (first and second line) Daily - Group	No	Status/Planning of daily tasks
	• Electrical Services			
	• Collider Accelerator Support	Weekly - Group Weekly - Supervisors	No	Status/Planning of daily tasks
	<b>Physics Support</b>	Three to six times per year as needed for proposals and special topics; many informal meetings		
	<b>Communications &amp; Electronic Support</b>	Weekly	No	Status/Planning of daily tasks
<b>Controls Division</b>		Bi-weekly	No	Status/ planning of tasks
	Access Controls	Bi-weekly – Group*	No	Status/planning of daily tasks
	Software	Weekly - One on One	No	Daily tasks, status/ planning
	Systems	Weekly - One on One	No	Daily tasks, status/ planning
	Applications	Weekly - One on One	No	Daily tasks, status/ planning
	Hardware	Weekly - One on One	No	Daily tasks, status/ planning
<b>Administrative Group</b>				
	Administration	Daily - One on One	No	Daily tasks, status/ planning
	Budget/Finance	Daily - One on One	No	Daily tasks, status/ planning
	Project Management	Daily - One on One	No	Daily tasks, status/ planning
	Facilities	Daily - One on One	No	Daily tasks, status/ planning

<b>ESSHQ/QA Division</b>		Daily - One on One	Yes	Daily tasks, status/ planning
	ES&H Coordinator	Daily - One on One	Yes	Daily tasks, status/ planning
	Environmental Protection	Daily - One on One	Yes	Daily tasks, status/ planning
	Safety Engineering	Daily - One on One	Yes	Daily tasks, status/ planning
	Training & Procedures	Daily - One on One	Yes	Daily tasks, status/ planning
	Quality Assurance	Daily - One on One	Yes	Daily tasks, status/ planning
	Radiation Control	Daily - One on One	Yes	Daily tasks, status/ planning