

*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

9.1.2.b RSC Check-off List Change Control Form (CCF)

C-A-OPM Procedures in which this Attachment is used.		
9.1.2		

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

D. Beavis

**RSC Check-off List Change Control Form (CCF)**

**Check-off List Title:** \_\_\_\_\_

**Initiator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:** (1) The RSC Chair shall approve any changes to completed, active, check-off lists, and designate other approvals, personnel to be informed of the change, and the individual selected to verify that the change is implemented. He shall also document any beam limitations as a result of the change.

(2) The MCR shall coordinate these approvals, and disseminate information to designated personnel prior to implementing the change and modifying operations to the affected area as described below.

**Description of Change**

**(include original checklist item number(s), if applicable)**

**Verified by/date/time**

**Change Approved:** \_\_\_\_\_

RSC Chair

\_\_\_\_\_ Date

**Other Approvals (as determined by the RSC Chair):**

**Personnel to be informed of Change(as determined by the RSC Chair):**

**RSC Checklist Change Implemented:**

\_\_\_\_\_ Operations Coordinator

\_\_\_\_\_ Time

\_\_\_\_\_ Date

<sup>1</sup>Place in RSC Check-off List Binder at the front of the affected check-off list.