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C-A OPERATIONS PROCEDURES MANUAL

9.4.3 Routine Tracking and Trend Analysis of Tier I Inspection Deficiencies

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Hand Processed Changes

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

A. Piper

### 9.4.3 Routine Tracking and Trend Analysis of Tier I Inspection Deficiencies

#### 1. Purpose

This procedure provides instruction for the routine tracking and trend analysis of Tier I inspection deficiencies.

#### 2. Responsibilities

2.1 The C-A ESHQ Division Head, or designee, is responsible for the routine tracking of Tier I safety inspection deficiencies.

2.2 The C-A ESHQ Division Head, or designee, is responsible for evaluating trends in the Tier I deficiencies.

#### 3. Prerequisites

None

#### 4. Precautions

None

#### 5. Procedure

5.1 The C-A ESHQ Division Head, or designee, shall routinely track all safety related work requests through the use of the ATS Family Tracking System, to assure timely closure of deficiencies.

5.2 The C-A ESHQ Division Head, or designee, shall evaluate the individual ATS action items and establish trends utilizing the ESH codes assigned to each deficiency.

#### 6. Documentation

6.1 The C-A ESHQ Division Head, or designee, shall routinely track all Tier I deficiencies through use of the ATS Family Tracking System.

6.2 The C-A ESHQ Division Head, or designee, shall evaluate trends in Tier I deficiencies through analysis of the individual action items and their assigned ESH codes. The ESHQ Division Head, or designee shall publish a quarterly report of these results.

7. **References**

7.1 [ESH 1.2.0, "Departmental Environment, Safety and Health Inspections"](#).

8. **Attachments**

None