

13.1.1 Quality, OSH and Environmental Management System

1. Purpose

BNL's Standards Based Management System (SBMS) Management System Descriptions for Quality and Environmental Management System (EMS) are the roadmaps for the Quality Program and Environmental Management System within the Collider-Accelerator Department (C-A) and Superconducting Magnet Division (SMD). [C-A-OPM 1.10.4, "OSH Management System Program Description for Collider-Accelerator Department and Superconducting Magnet Division"](#), is the roadmap for the OSH program at C-AD and SMD.

This procedure outlines the responsibilities of C-A and SMD personnel in implementing these systems.

2. Responsibilities

- 2.1 Responsibility for C-AD and SMD Quality, OSH, and EMS starts at the top with the C-A Department Chairman, or SMD Division Head, and permeates down through the entire organization to the individual employee.
- 2.2 Each Division Head, Section Head, Manager, and Supervisor within C-AD and SMD, is responsible and accountable for their work and that of their subordinates.
- 2.3 C-AD and SMD QA Office Personnel shall have the authority, the access to work areas, and the organizational freedom to identify potential and actual problems that could result in a degradation of requirements, recommend corrective actions, and verify implementation of solutions.
- 2.4 Implementation of C-AD and SMD Quality, OSH, and EMS processes is the responsibility of each Division Head, Section Head, Manager, Supervisor and every individual. Each person shall assume their appropriate share of responsibility of the quality, OSH and EMS programs.

3. Prerequisites

None

4. Precautions

None

5. Procedure

5.1 Organization

The C-A Department is managed by a Department Chairman who reports directly to the BNL Associate Laboratory Director (ALD) for High Energy and Nuclear Physics. Division Heads within C-AD report directly to the Department Chairman. The C-A Organization is defined in the [C-A Organization Chart](#). The C-A ESSHQ Division is defined in the [C-A ESHQ Organization Chart](#).

All C-A personnel shall have access to the C-A ESHQ Division personnel for consultation and guidance.

The Superconducting Magnet Division is managed by the Division Head, who reports directly to the BNL Associate Laboratory Director (ALD) for High Energy Physics. Section Heads within SMD report directly to the Division Head. The SMD Organization is defined in the [SMD Organization Chart](#). The ESH&Q personnel are defined in the [SMD Organization Chart](#).

5.2 General Responsibilities

5.2.1 C-A Department shall:

- Be responsible for implementation of Quality, OSH and EMS processes within the C-A.
- Delegate responsibility for quality, OSH and EMS to the Division Heads who are accountable for the quality, safety, health and environmental impact of all work performed within their respective organizations.
- Responsibility for quality, OSH and EMS is further delegated down through the line and staff organizations, with each level assuming its proper share, and ultimately each group and ultimately each group and individual being held responsible for the quality, safety, health and environmental impact of the work in which they are involved.
- Establish a point of contact and responsibilities for the C-A Correspondence and Commitment Tracking System (CCTS) requests.
- Assign an Environmental Management System Representative for C-AD and SMD.
- Assign an OSH Management System Representative for C-AD and SMD.
- Appoint an Environmental Compliance Representative to all C-A ES&H committees.
- Appoint an OSH and EMS Training Manager (C-A Training Manager).

5.2.2 SMD Head shall:

- Be responsible for implementation of Quality, OSH and EMS processes within the SMD.
- Delegate responsibility for quality, OSH and EMS to the Section Heads who are accountable for the quality, safety, health and environmental impact of all work performed within their respective organizations.
- Responsibility for quality, OSH and EMS is further delegated down through the line and staff organizations, with each level assuming its proper share, and ultimately each group and individual being held responsible for the quality, safety, health and environmental impact of the work in which they are involved.
- Establish a point of contact and responsibilities for the SMD Correspondence and Commitment Tracking System (CCTS) requests.
- Assign an Environmental Management System Representative for SMD.
- Appoint an OSH and EMS Training Manager (SMD Training Coordinator).

5.2.3 The C-AD/SMD OSH Environmental Management System Representative (Associate Chair for C-AD ESSHQ).

- Report directly to C-A Department Chairman.
- Coordinate the implementation and maintenance of the C-AD and SMD EMS and the OSH Management System.
- Ensure that an Annual OSH and Environmental Management System Assessments are performed in accordance with [C-A OPM 13.10.1, Independent Assessment](#), and SBMS Subject Area.

5.2.4 C-AD Division Management, and SMD Section Heads shall implement QA, OSH and EMS processes, at the appropriate level, by integrating quality, OSH and EMS planning and functions into Division/Section activities.

5.2.5 Individual C-AD and SMD Personnel shall:

- Understand the QA, OSH and EMS objectives of the C-AD and SMD.
- Implement QA, OSH and EMS processes that are applicable to their specific activities.
- Coordinate, as necessary, with C-A ESSHQ Division personnel and SMD ESH Coordinator and SMD Quality and Training Manager in the performance of QA, OSH and EMS functions.

5.2.6 C-A QA Office shall:

- Report directly to C-A ESSHQ Division Head.
- Develop and maintain C-A QA procedure.
- Provide professional assistance and advice to the Divisions.
- Coordinate QA activities within the C-A Department.
- Evaluate the implementation of the QA program within the organization, and provide the results of the evaluations to the concerned individuals, e.g. Division Heads, C-A Department Chairman.
- Serve as a point of contact to DOE relative to general C-A QA matters.

5.2.7 SMD QA Office shall:

- Report directly to SMD Division Head.
- Develop and maintain SMD QA procedure.
- Provide professional assistance and advice to the Sections.
- Coordinate QA activities within the SMD.
- Evaluate the implementation of the QA processes within the division, and provide information to the concerned individuals, e.g. Division Head, SMD Section Heads.
- Serve as a point of contact to DOE relative to general SMD QA matters.

6. Documentation

None

7. References

7.1 [SBMS, Management System Description: Environmental Management System.](#)

7.2 [SBMS, Management System Description: Quality Management.](#)

7.3 [C-A-OPM 1.10.2, Environmental Management Program Description Collider-Accelerator Department and Superconducting Magnet Division](#)

7.4 [C-A-OPM 1.10.4, OSH Management System Program Description for Collider-Accelerator Department and Superconducting Magnet Division](#)

8. Attachments

None