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C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

13.4.2.a List of Operations Records

C-A-OPM Procedures in which this Attachment is used.		
13.4.2		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
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Approved: _____ ***Signature on File*** _____
 Collider-Accelerator Department Chairman Date

OPERATIONS RECORD	RECORD CUSTODIAN	SCHEDULE	RETENTION
Operating Records (1.2 & 5.20, 5.21, 5.22, 5.23 series)	MCR Group Leader	ADM 17.32.A	Retain until item is removed from service.
Equipment Setup Binder (1.2)	MCR Group Leader	ADM 17.29	5 years
Fault Study Logbook and Survey Maps	RSC Chair	ADM17.31.D	Permanent
C-A OPM Procedure Tracking & Processing Records (1.4.3.a & c)	Training & Procedures Manager	ADM 17.21.E	3 years
C-A Temporary Procedure Tracking & Processing Records (1.4.4.a, b & c)	Training & Procedures Manager	ADM17.32.A	Retain until procedure is either deleted or incorporated into OPM.
C-A Hand Process Change (HPC) Sheet (1.4.5 & b)	Training & Procedures Manager	ADM 17.32.A	Retain until HPC is incorporated into OPM.
Engineering Change Notice –ECN (1.6, 13.6.2 & a)	Design Supervisor	ADM 17.32.A	Retain until ECN is incorporated.
Design Reviews (1.6, 13.6.2 & a)	Design Supervisor	ADM 17.30.A	Project completion/terminated
Design Drawings (1.6, 13.6.2)	Design Supervisor	ADM 17.31.D	Permanent
Design Specifications (1.6)	Design Supervisor	ADM 17.30.A	Project completion/terminated
Confined Space Entry Certification Records (1.7, 8.14.a & c)	ESH Coordinator	ADM 3.9.A	2 years
Interlock Test Records (1.7) (Equipment related)	C-A Applicable Supervisors	ADM 17.31.D	Permanent
C-A Committee Records (1.5, 1.10, 2.9.a, 8.15.3, 9.1.2.a, 9.2.1, b & e, 9.2.4.b & c, 9.3.1, 9.3.1.b, 9.3.2, a & b, 9.5.2, 9.5.3, 9.5.6 & 9.5.7)	Committee Chair	ADM 16.8.A	2 years after termination of committee.
Safety Analysis Documents – SAD (1.10.1)	ESHQ Chair or ESHQ Division Head	ADM 16.1.1	Permanent
C-A Unreviewed Safety Issues (USI) Form (1.10.1.a)	ESHQ Chair or ESHQ Division Head	ADM 16.1.1	Permanent
Memorandum of Understanding (1.11.d)	ESHQ Chair or ESHQ Division Head	ADM 16.5	Destroy 1 year after project Is closed.
LOTO Records – OPM Chapter 2	MCR Group Leader	ADM 17.32.A	Retain until the item is removed from service.
Energized Circuit Work Permit (2.6.2.a)	Work Controls Coordinator	ADM 1.18.A	1 year
Equipment Ready For Test Checklist (2.6.8.a)	Maintenance Supervisor	ADM 17.32.A	Retain until the item is removed from service.
System Testing Progress Checklist (2.6.8.c)	Maintenance Supervisor	ADM 1.18.A	Remove When Turned Over To Operations
Trouble Reports (2.9)	QA Manager	ADM 17.28	5 years
Training Waiver/Escort Form (2.16.a, 2.16.c & 2.32)	Training & Procedures Manager	ADM 17.21.E	3 years
Operations Acceptance of New Equipment/Systems Checklist (2.27.a & b)	MCR Group Leader	ADM 17.32.A	Retain until the item is removed from service.
C-A Enhanced Work Planning Permit Records (2.28)	Work Controls Coordinator	ADM 17.28	5 years

Operations/Maintenance Group Work Control Log (2.28.d & f)	Maintenance Supervisor	ADM18.11.1.D	1 year
Low Hazard-Skill of the Craft Jobs Sign-Off Sheets (2.29.b)	Work Controls Coordinator	ADM18.11.1.D	1 year
Gate Security Log Sheets (4.1.a)	MCR Group Leader	ADM 18.9	75 years
Remote Access Security Log (4.1.f)	Access Control Group Leader	ADM 18.9	75 years
Access Control System Test or Sweep Records (4.16.b, o & 4.56.a – 4.56.ba)	MCR Group Leader	ADM 18.9	75 years
PASS/ACS Temporary Change Request records (4.92)	Access Controls Group Leader	ADM 18.9	75 years
Confirmation of Proper System PASS Test Records – (4.93, 4.94 and 4.96 series, 4.97.1, .3, & 4.98)	Access Controls Group Leader	ADM 18.9	75 years
AGS Ring Loss Monitor Checkout (5.21.b)	MCR Group Leader	ADM 17.21.E	3 years
Linac Loss Monitor and FBI Checkout (5.21.c)	Linac Group Leader	ADM 17.21.E	3 years
AGS Injection Checkoff (6.1.9.a)	MCR Group Leader	ADM 17.32.A	Retain until item is removed from service.
Linac Operations Logbook (8.1.1)	Linac Group Leader	ADM 16.1.1	Permanent
SEM Logbook (8.1.3)	Linac Group Leader	ADM 16.1.1	Permanent
Source Operating Logbook (8.1.5)	Linac Group Leader	ADM 16.1.1	Permanent
BNL Hold Tag and Tag Record Book (8.5.1)	CA Supervisors	ADM 17.32.A	Retain until item is removed from service.
MMPS Operator Logbook (8.7)	MMPS Group Leader	ADM 16.1.1	Permanent
AGS Ring Magnet Heat Run (8.7.2.a)	ESH Coordinator	ADM 16.5	1 year after removal of item.
FES Logbooks (4.99, 8.12.1, .2, .4 & .6)	FES Supervisor	ADM 17.32.A	Retain until item is removed from service.
Chipmunk Records (8.15.1, .3, 3.a, .c, 8.15.4.a, .c & 8.15.6.a)	Access Control Group Leader	ADM 18.9	75 years
Status of Equipment Logs (8.16.1, .2, .3, .4 & .5)	MCR Group Leader	ADM 17.29	5 years
Instrumentation Group Collimator Log (8.19.7)	Instrumentation Group Leader	ADM 17.32.A	Retain until item is removed from service.
Separator Logbook #1 & #2 (8.23.1)	Beam Separator Group Leader	ADM 16.1.1	Permanent
Material Handling Equipment Records (8.25, .a, & .b)	Rigging Supervisor	ADM 3.9.A	2 years
General Hose & Fitting Repair/Maintenance Checklist (8.31.a)	Water Systems Group Leader	ADM 23.8	Remove end of fiscal year or when 2 years old
Bag Filter Maintenance Records (8.31.b)	Water Systems Group Leader	ADM 23.8	Remove end of fiscal year or when 2 years old
Deionizer Maintenance Records (8.31.c)	Water Systems Group Leader	ADM 23.8	Remove end of fiscal year or when 2 years old
Pump Maintenance Records (8.31.d)	Water Systems Group Leader	ADM 23.8	Remove end of fiscal year or when 2 years old
Draining and Filling Systems Checklist (8.31.e)	Water Systems Group Leader	ADM 17.21.E	3 years

Water Systems Checklists (8.31.f, g & 8.32.a)	Water Systems Group Leader	ADM 17.21.E	3 years
J10 Power Supply Records (8.33.a, .b & .c)	Power Supply Group Leader	ADM 17.29	5 years
LOTO RHIC Injection Kicker Checklist (8.34.1)	Pulse Power Group Leader	ADM 17.32.A	Retain until item is removed from service.
RS LOTO Sheets (9.1.16.b & .d) and RS-LOTO Record Book (8.5.1)	MCR Group Leader	ADM 17.32.A	Retain until item is removed from service.
Beamline RSC Check-Off List (9.1.17)	MCR Group Leader	ADM 17.32.A	Retain until item is removed from service.
NMC Beam Line Response Records (9.1.17)	Access Control Group Leader	ADM 18.9	75 years
Certification Form For Devices (1.6, 9.2.3.a)	Chief EE/ME	ADM 17.32.A	Retain until item is removed from service.
C-A TIER I Safety Inspection Records (9.4.1.a)	Work Control Coordinator	ADM 18.9	75 years
C-A Self Evaluation Checklist (9.4.2.b)	Work Control Coordinator	ADM 18.35.B	5 years
C-A Site Specific Training Records and Course Material (9.5.10.b)	Training & Procedures Manager	ADM 16.1.1	Permanent
Failure Mode & Effects Analysis – FEMA (9.6.1.b)	ESH Coordinator	ADM 17.32.A	Retain until item is removed from service
Occurrence Reports (10.1)	ESHQ Assoc. Chair	ADM18.11.1.B	15 years
PHENIX Operation Records (11.2.1.b & 11.2.3.a)	PHENIX Group Leader	ADM 16.1.1	Permanent
PHOBOS Operation Records (11.3.1)	PHOBOS Group Leader	ADM 16.1.1	Permanent
STAR Operation records (11.4.1.c, .b, 11.4.3.a, .b, .c & .d)	STAR Group Leader	ADM 16.1.1	Permanent
BRAHMS Training Records (11.5.1, & .a)	BRAHMS Group Leader	ADM 16.1.1	Permanent
Nonconformance Reports – NCR (13.3.2) (A1 and A2 only)	QA Manager	ADM 17.3.2.A	Retain until item is removed from service
Inspection / Test Record (13.3.2) (A1 and A2 only)	QA Manager	ADM 17.3.2.A	Retain until item is removed from service
Quality Assessments/Audits	QA Manager	ADM 17.3.2.A	75 years
C-A Critiques (SBMS)	ESHQ Assoc. Chair	ADM18.11.1.B	15 years
Accelerator Availability/Performance Statistics	MCR Group Leader	ADM 16.1.1	Permanent

Notes:

1. Operational records that are also environmental records are identified in [C-A OPM 13.4.2.b](#), “List of Environmental Records”.
2. Radiological Control records are maintained by the Radiological Control Division and are not identified in this OPM.
3. C-A has established the above record retention requirements as of January 21, 2003.