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C-A OPERATIONS PROCEDURES MANUAL

1.4.7 Format and Document Control of Derivative Procedures

Text Pages 2 through 5

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

D. Passarello

1.4.7 Format and Document Control of Derivative Procedures

1. Purpose

- 1.1 To define a document control program, for the Collider-Accelerator Department (C-A), which supplements the BNL Standard Based Management (SBMS) [Internal Controlled Documents](#) subject area and the [C-A Operations Procedures Manual \(OPM\)](#).
- 1.2 Procedures which define the preparation, review, approval, revision, maintenance, distribution and/or cancellation of procedures contained in the [C-A OPM](#) shall take precedence over the requirements of this document.
- 1.3 Procedures for the preparation, issuance, and revision to engineering drawings and specification are addressed in C-A-OPM 13.6.1, "Preparation & Issuance of Engineering Drawing/Specification", and [C-A-OPM 13.6.2 "Configuration Management"](#).
- 1.4 This procedure is applicable to procedures issued within the C-A but not via the [C-A OPM](#).

2. Responsibilities

The preparation, review, approval, initial release, distribution and maintenance of C-A procedures and changes thereto is the responsibility of designated individuals or groups within the C-A.

3. Prerequisites

For general definitions reference SBMS [Internal Controlled Documents](#) subject area.

4. Precautions

None

5. Procedure

- 5.1 Document Preparation, Review, and Approval Process
 - 5.1.1 Responsible individuals/groups shall prepare, review, approve, revise, and cancel documents as deemed necessary and shall be responsible for the accuracy of information released in those documents.
 - 5.1.2 Procedure cover pages shall contain the name of the department, the document title, unique number, method of identifying current revision (e.g. letter/number and/or date), author's name and group, group leader's

name, and evidence of the ESHQ Division Head review. The ESHQ Division Head, or designee, shall indicate on the cover sheet if additional signatures are required.

Subsequent pages shall be sequentially numbered, contain the document number, and a method for tracking revision (e.g. letter/number and/or date).

5.1.3 Environmental Management System (EMS) documents, i.e. Environmental Management Programs (EMP), Operational Control Forms (OCF), Process Evaluations, and Process Specific EMS Training Forms, shall be reviewed and approved by the Collider-Accelerator Department Chairman.

5.1.4 Procedure section headings, as listed below, may be altered/omitted as necessary to accommodate the subject matter. The order in which they appear should, as near as possible, follow the order shown below.

5.1.4.1 Purpose

Clearly and concisely state why the document was written and area of application.

5.1.4.2 Responsibilities

Indicate the person(s) responsible to perform the procedure and indicate if they are to complete any documentation.

5.1.4.3 Prerequisites

Indicate training programs and required reading which must be completed by the responsible person(s) before using the procedure, definitions of main terms where necessary terms may be added.

5.1.4.4 Precautions

Establish directives to alert the individual performing the procedure of important measures to be taken to protect personnel and equipment or to avoid an abnormal or emergency condition.

5.1.4.5 Procedure

Instructions describing sequential activities in sufficient detail to safely and effectively perform the required function, task, or inspection/tests.

5.1.4.6 Documentation

List the forms, documents or specific logs which must be completed, and the person responsible for completing them.

5.1.4.7 References

Other related information/documents/authority used in preparation of the procedure and documents referenced in the procedure text.

5.1.4.8 Attachments

List of items attached to the procedure which aid in the completion of the procedure and/or require information or data input.

5.1.4.8.1 When developing attachments, the following should be considered:

- Attachments which provide information/clarification, should appear as attachments to the body of the procedure, e.g. drawings, maps, figures, memo.
- Attachments which require information or data input, or may require frequent updates, should be written as separate documents, e.g. checklists, forms, lists of personnel.

5.1.4.8.2 Provide a separate title page for each separate attachment.

5.2 Distribution of Controlled Documents

The responsible individual/group shall maintain a master file of the latest revision and a revision history of their respective procedures. This central file system will provide the capability of complete revision history of each document and control access to the original documents to prevent unauthorized changes.

5.3 Change Procedure

5.3.1 Any individual recognizing the need for modification of a document may request the change from the author of the document. A request for a change should, where feasible, be made in the form of a marked-up copy of the document.

5.3.2 Upon review of the change request, the author will approve or disapprove the request with comments as necessary. The requestor should be notified of any disapproved change request.

5.3.3 If the change request is approved, the author of the document shall incorporate the changes and update the revision status of the document. The author will obtain approval from the appropriate individuals prior to releasing the change.

5.4 Implementation of New/Revised Documents

The recipients of new/revised documents shall:

- 5.4.1 Review the document to determine the impact upon facilities, equipment, tooling, materials, personnel training, etc. Take actions as necessary to implement the requirements of the revised document, within an adequate time frame. When procedures exist for implementing training associated with a new or revised document, those procedures must be followed.
- 5.4.2 Replace revised documents in accordance with any notifications received and destroy obsolete documents, or identify them as obsolete.
- 5.4.3 Recipients are responsible for notifying the document author of any problems with the instructions that might prevent safe implementation of the processes outlined, or the accomplishment of the intended purpose.

5.5 Periodic Review of Derivative Procedures

Annually, a maximum of ten C-A derivative procedures shall be reviewed to assure procedures meet current requirements. Selection shall be at the discretion of the C-A ESHQ Management. The document review process shall be tracked in the C-A ATS.

6. **Documentation**

None

7. **References**

SBMS, [Internal Controlled Documents](#)

8. **Attachments**

- 8.1 Cover Sheet for Derivative C-A Procedures.

Attachment 8.1



Procedure: C-A- #####
Revision: ##
Revision Date: mm/dd/yy

COLLIDER-ACCELERATOR DEPARTMENT

Title:

Author:
Group:

Approvals

Group Leader: _____ Date: _____
ESHQ Division Head: _____ Date: _____

(Indicate additional signatures)

- FS Representative: _____ Date: _____
- Radiological Control Coordinator: _____ Date: _____
- Chief ME: _____ Date: _____
- Chief EE: _____ Date: _____
- Environmental/P2 Coordinator: _____ Date: _____
- QA Manager: _____ Date: _____
- Other: _____ Date: _____