

*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 kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

Text Pages 2 through 8

2.28.a C-A Weekly Meetings Diagrams and Table

C-A OPM Procedures in which this Attachment is used.		
2.28		

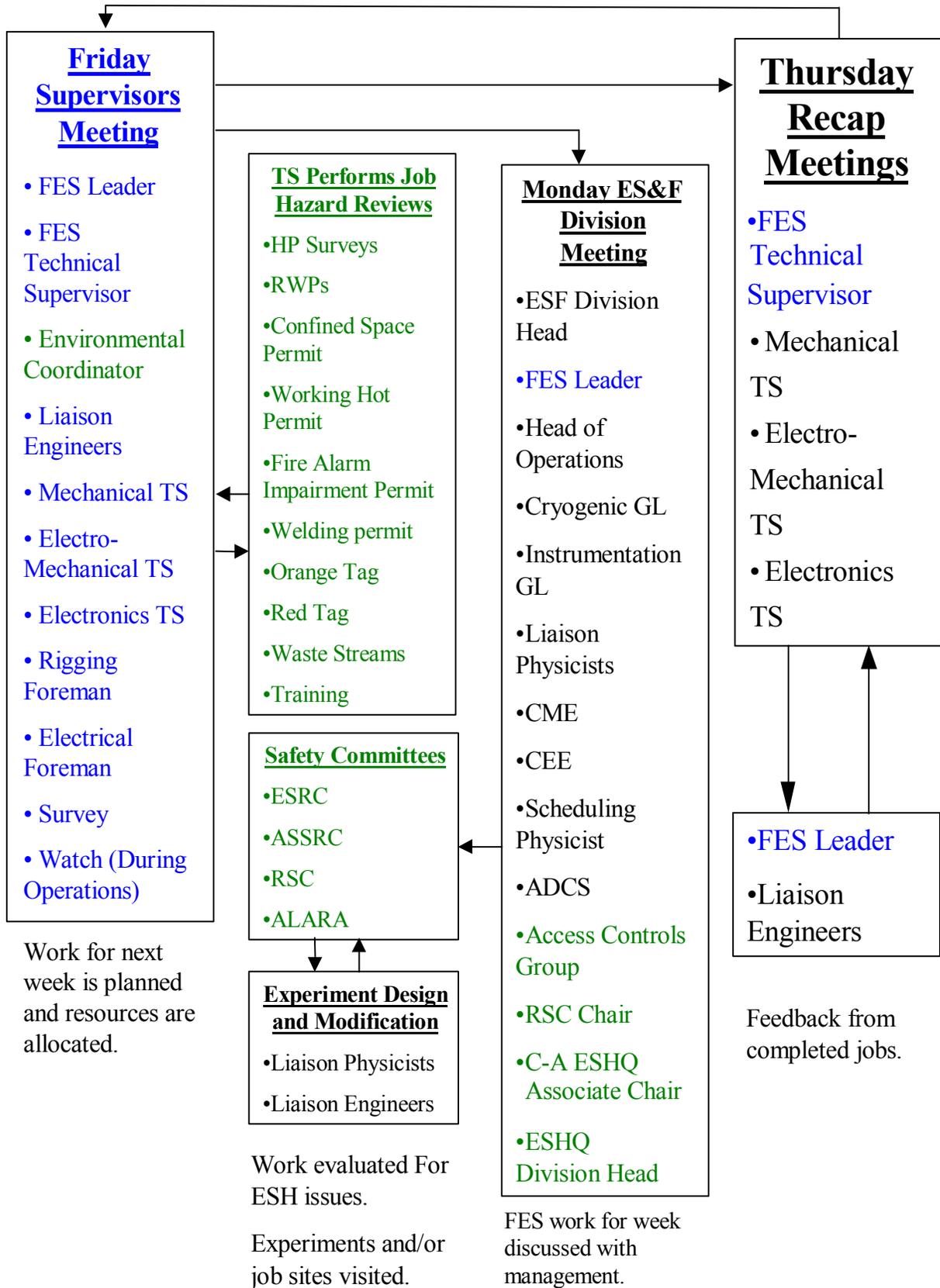
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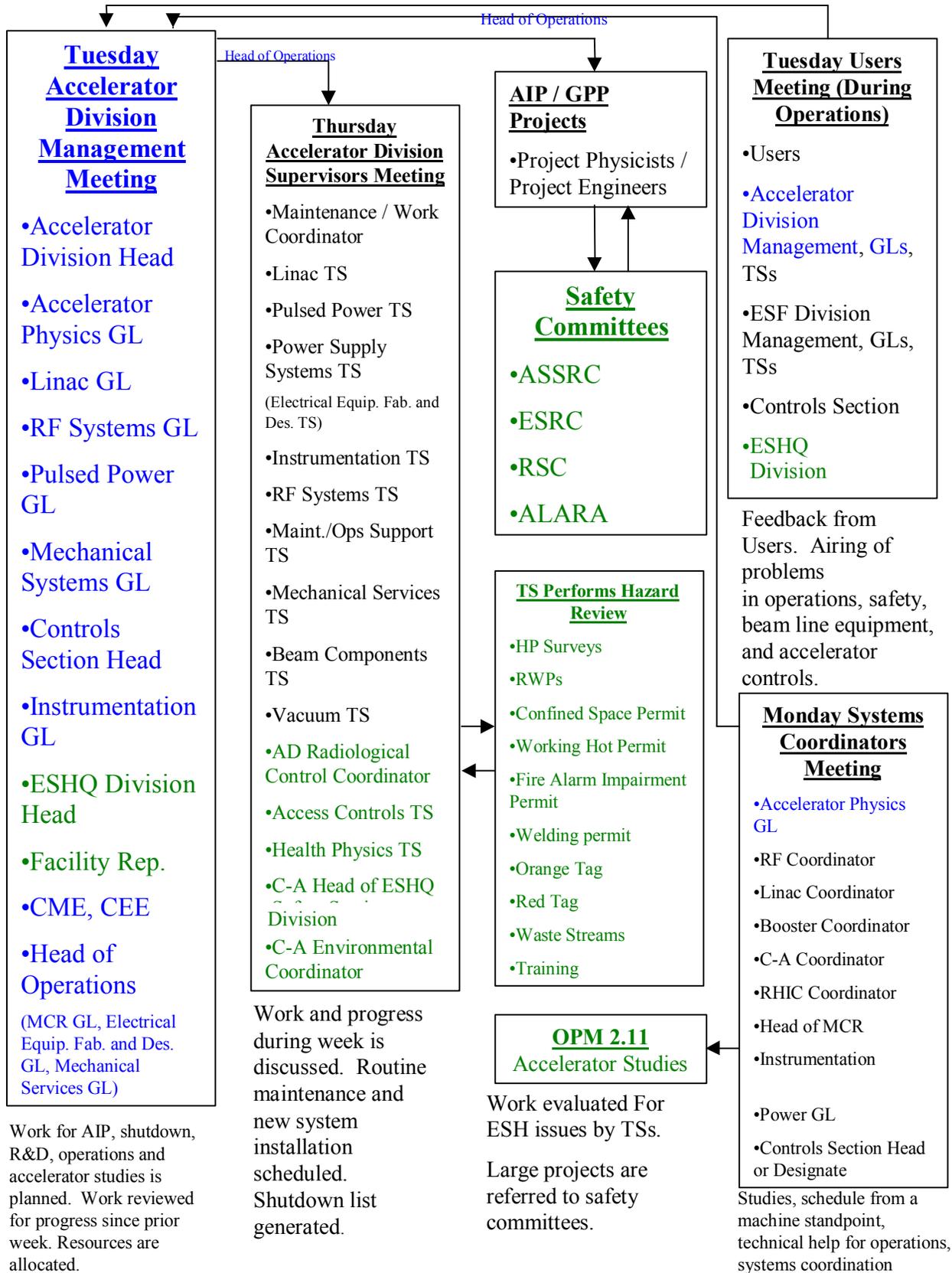
Approved: _____ *Signature on File* _____
 Collider-Accelerator Department Chairman Date

E. Lessard

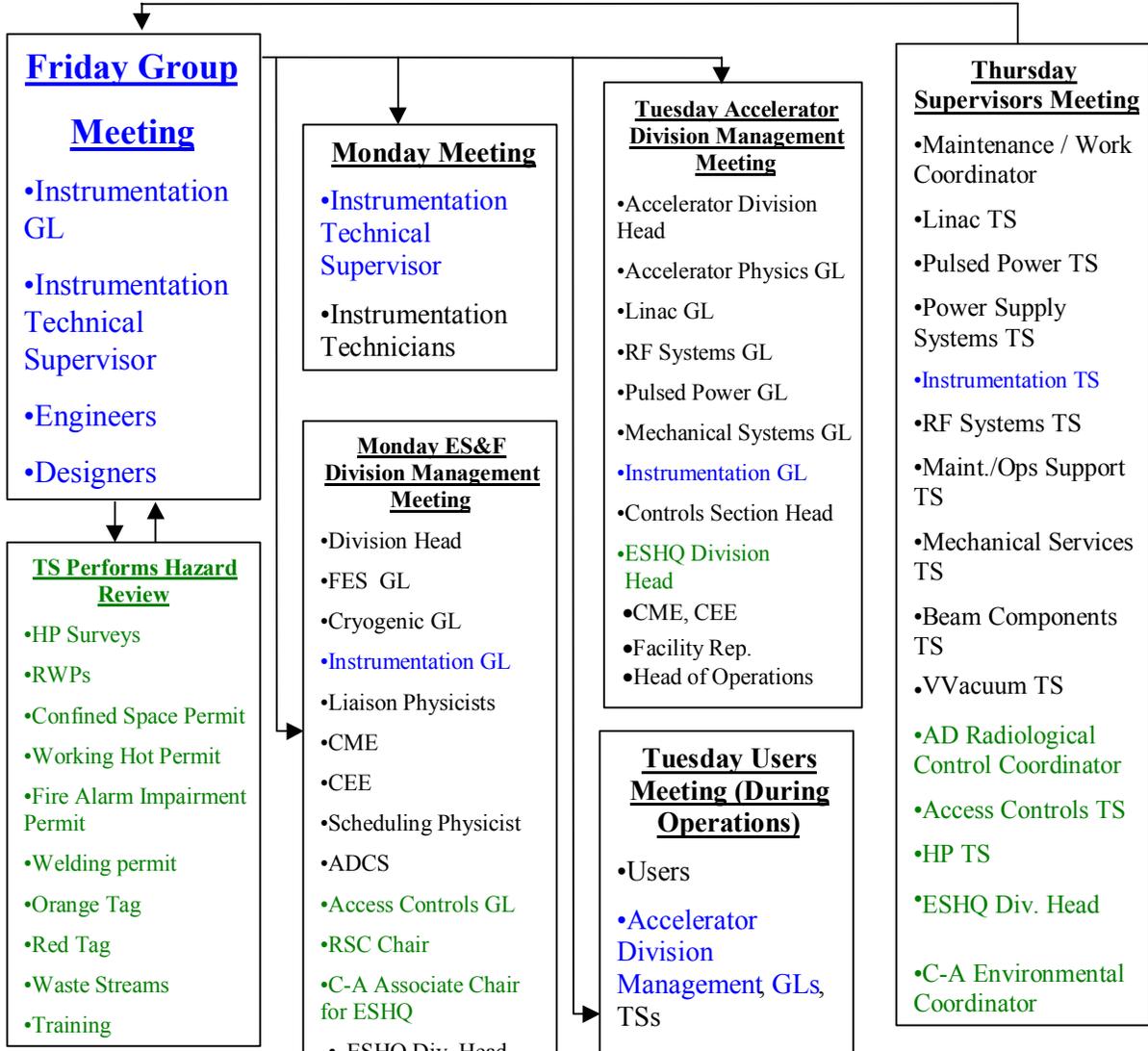
C-A FACILITIES & EXPERIMENTAL SUPPORT WORK PLANNING



C-A ACCELERATOR DIVISION PLANNING



C-A BEAM COMPONENTS & INSTRUMENTATION GROUP



Long-term planning.

Technician assignments for jobs greater than 1 person-day.

Work reviewed for progress since prior week.

Next weeks manpower resources are allocated.

Jobs assigned to technician staff.

Work evaluated For ESH issues by TS.

Job sites visited

IG work for week discussed with management.

Orthogonal work and progress discussed among TSs

Current ESH issues discussed.

Collider-Accelerator Planning Meetings

Department/ Division Name:	Group Name:	Meetings and Frequency	ESHQ Staff Present (Yes or No)	Type(s) of Work Planning accomplished • Accelerator Projects • Experiment Projects • Daily Tasks Other scope of Meeting
Collider Accelerator Department		Monthly - Department Chairman and Project/Division Management	Yes	Roll-up status of Department operations and required actions.
	Booster Applications Facility Project	Weekly - Construction Bi-weekly Status	No	Project status review and planning
	70 MeV Cyclotron Project	Periodic	Yes	Design Review
	Spallation Neutron Source Project	Bi-weekly	No	Project status review and planning
	• SNS Electrical Systems	Weekly	Yes	Project status review and planning
	• SNS Accelerator Systems	Weekly	No	Project status review and planning
	• SNS Mechanical Systems	Weekly - Group	Yes	Project status review and planning
Accelerator Division		Weekly	Yes	AIP, shutdown, R&D, operations, and accelerator studies planning/review/resource allocation
	Accelerator Physics	Weekly Coordinators Meeting- group	No	Studies/machine scheduling, technical help planning, and systems coordination
	• Collider	Daily (Commissioning) Daily (Shift/Shift Review)	No No	Status/Planning of daily tasks
	• Injectors	Weekly	No	Status/Planning of daily tasks
	• Operations Analysis	Daily - One on One	No	Status/Planning of daily tasks
	Vacuum Systems	Daily - Supervisors One on one – Technicians as required	No	Status/Planning of daily tasks
	Electrical Systems			
	• Engineering	As Required	No	Status
	• Design	Weekly - one on one	No	Status/Planning of daily tasks
	• Pulsed Power Systems	Bi-weekly - Group	No	Routine planning/status of tasks
	• Equipment Production and Installation	Weekly - Group*	No	Status/Planning of daily tasks

	• Access Controls	Bi-weekly - Group*	No	Status/Planning of daily tasks
	• Booster/AGS Ring P.S. Systems	Weekly - Group	No	Status/Planning of daily tasks
	• Collider Electrical Power Supplies	Weekly - Group	No	Status/Planning of daily tasks
	• Magnet Protection	Meets with Collider Electrical Group	No	Status/Planning of daily tasks
	Machine Operations			
	• Main Control Room	Monthly with Group (Frequency does not apply when machine is running)	No	Status/Planning of daily tasks
	• Maintenance	Weekly (Accelerator Division Supervisors Meeting)	Yes	Accelerator Projects, Daily tasks
	RF & Instrumentation			
	• RF Systems	Bi-weekly - whole Group twice per week - C-A RF Group	No	Status/Planning of daily tasks
	• HF Instrumentation	Daily - One on One	No	Status/Planning of daily tasks
	Mechanical Systems			
	• Engineering	Monthly - Group	No	Status/Planning of daily tasks
	• Collider Mechanical	Daily, TS & Group	No	Status/Planning of daily tasks
	• Design	Daily - Group	No	Status/Planning of daily tasks
	Cryogenic Systems	Weekly - Group	No	Status/Planning of daily tasks
	Beam Components & Instrumentation	Weekly - Group Daily - Supervisors	No	Status/Planning of daily tasks
	Preinjectors			
	• Linac	Weekly - EBIS Group Daily - Linac Group	No	Status/Planning of daily tasks
	• Source	Weekly - EBIS Group Daily - Linac Group	No	Status/Planning of daily tasks
	• Tandem	Daily Shift Changes (2) - Operations personnel Monthly Safety Mtg - Group As Required - Eng. Group	No Yes No	Shift Review/planning

Experimental Support & Facilities Division		Weekly	Yes	Status/Planning of daily tasks
	Facilities & Experimental Support	Weekly - All Liaison Engineers	Yes	Status/Planning of daily tasks
	• Engineering	Weekly - Group	No	Status/Planning of daily tasks
	• Survey	Weekly - Group	No	Status/Planning of daily tasks
	• Power Distribution	Weekly - Group	No	Status/Planning of daily tasks
	• Water Systems	Daily - one on one Daily - Supervisor & group	No	Status/Planning of daily tasks
	• Mechanical Services	Daily - Supervisors (first and second line) Daily - Group	No	Status/Planning of daily tasks
	• Electrical Services			
	• Collider Accelerator Support	Weekly - Group Weekly - Supervisors	No	Status/Planning of daily tasks
	Physics Support	Three to six times per year as needed for proposals and special topics; many informal meetings		
	Communications & Electronic Support	Weekly	No	Status/Planning of daily tasks
Controls Division		Bi-weekly	No	Status/ planning of tasks
	Software	Weekly - One on One	No	Daily tasks, status/ planning
	Systems	Weekly - One on One	No	Daily tasks, status/ planning
	Applications	Weekly - One on One	No	Daily tasks, status/ planning
	Hardware	Weekly - One on One	No	Daily tasks, status/ planning
Administrative Group				
	Administration	Daily - One on One	No	Daily tasks, status/ planning
	Budget/Finance	Daily - One on One	No	Daily tasks, status/ planning
	Project Management	Daily - One on One	No	Daily tasks, status/ planning
	Facilities	Daily - One on One	No	Daily tasks, status/ planning

ESHQ/QA Division		Daily - One on One	Yes	Daily tasks, status/ planning
	ES&H Coordinator	Daily - One on One	Yes	Daily tasks, status/ planning
	Environmental Protection	Daily - One on One	Yes	Daily tasks, status/ planning
	Safety Engineering	Daily - One on One	Yes	Daily tasks, status/ planning
	Training & Procedures	Daily - One on One	Yes	Daily tasks, status/ planning
	Quality Assurance	Daily - One on One	Yes	Daily tasks, status/ planning
	Radiation Control	Daily - One on One	Yes	Daily tasks, status/ planning