

ACCELERATOR DIVISION DEPARTMENT PROCEDURE

IOTA/FAST DEPARTMENT

ADDP-FF-0001

PROCEDURE CONTROL AND RESPONSIBILITIES

RESPONSIBLE DEPARTMENT IOTA/FAST Department

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1.0 PURPOSE AND SCOPE

The purpose of this procedure is to establish and define the Accelerator Division IOTA/FAST (Fermilab Accelerator Science and Technology) Department requirements concerning controlled departmental procedures defined in the Accelerator Division Administrative Procedure ADAP-01-0001: "Accelerator Division Procedure Requirements."

2.0 RESPONSIBILITIES

2.1 The IOTA/FAST Department is responsible to develop and maintain departmental procedures according to the rules given in ADAP-01-0001.

2.2 Each group leader in the IOTA/FAST Department is responsible to ensure that the employees in his/her group are aware of the procedures that pertain to their work and that up-to-date copies are available when necessary.

3.0 INSTRUCTIONS

3.1 PROCEDURE CONTROL AND DISTRIBUTION

3.1.1 Group leaders in the IOTA/FAST Department or their designees will be responsible to ensure that the control and distribution of department procedures will follow the rules given in ADAP-01-0001 (section 3.7, "PROCEDURE CONTROL AND DISTRIBUTION").

3.1.2 A controlled copy of the ADDP series department procedures will reside in the FAST Facility control room.

3.2 PROCEDURE SUBSERIES NUMBERING METHOD

The first six characters in the department procedure number are determined by the rules given in ADAP-01-0001 (section 3.4, "Procedure Numbering"). The remaining character sequence will be numbered according the following subseries scheme:

- a.) Series ADDP-FF-0xxx: Administrative Procedures
- b.) Series ADDP-FF-1xxx: Laser Procedures
- c.) Series ADDP-FF-2xxx: Electron Beamline Procedures
- d.) Series ADDP-FF-3xxx: Proton Beamline Procedures
- e.) Series ADDP-FF-4xxx: IOTA Procedures
- f.) Series ADDP-FF-5xxx: LOTO Procedures
- g.) Series ADDP-FF-9xxx: Miscellaneous Procedures

3.3 PROCEDURE NUMBER ASSIGNMENTS

The selection of the proper subseries is to be determined by the individual who prepares the procedure. The number assignment within a specific subseries will be made by the individual's group leader.

3.4 EXTRA-DEPARTMENTAL PROCEDURE PREPARATION

When equipment is designed, developed, and maintained by another department, any procedures associated with the operation of said equipment shall be controlled by said department.

4.0 EXTRA-DEPARTMENTAL DISTRIBUTION

None.