Approval procedure for master threshold changes

Approval for threshold changes

- Approval requested from typically 3 persons. Each system should define one main signatory and alternatives in case of absence.

    1. One BLM expert: Barbara Holzer, alternative: Matti Kalliokoski, Bernd Dehning

    2. One MPP representative: Markus Zerlauth, Daniel Wollmann, Rudiger Schmidt, Jorg Wenninger

    3. One equipment representative per involved equipment:

        - Collimators: Stefano Redaelli, alternative: Roderik Bruce, Alessio Mereghetti

        - Magnet circuits: Bernhard Auchmann, alt: Arjan Verweij, Daniel Wollmann

        - Injection and extraction elements: Chiara Bracco, alt: Wolfgang Bartmann, Jan Uythoven

        - Roman pots

            - Alfa: Sune Jakobsen, alternative: Patrick Fassnacht

            - Totem: Mario Deile, alt: Jan Kaspar

        - BI: Bernd Dehning, alt.: Barbara Holzer

        - RF: Wolfgang Hofle, alt: Andi Butterworth

- Continue with system representatives:
  - Experiments
    - Alice: Antonello Di Mauro
    - Atlas: Sigi Wenig
    - CMS: Nicola Bacchetta
    - LHCb: Richard Jacobsson

Threshold ECRs in EDMS

- Request of comments to:
  - lhc-mp-restricted (Members of the restricted LHC MP body)
  - BLMTWG-Members (BLM Thresholds Working Group - List Members)
  - lhc-mp-panel-members (Members of the LHC machine protection panel)
- Information to:
  - lhc-engineers (LHC EIC)
  - lhc-mc (lhc machine coordinators)
  - blm-lhc-support (Beam Loss Monitoring System Support for the LHC)
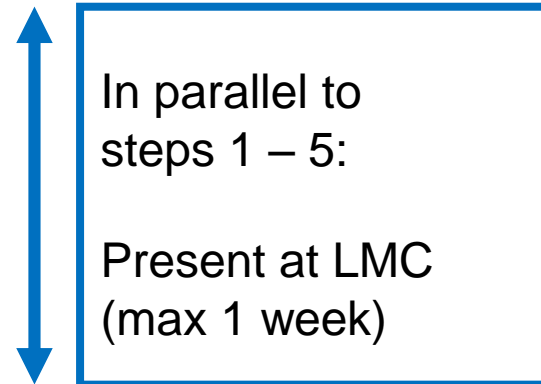
MF changes – info to:

- Try to set up ONE mailing list for MF changes notification, containing:
  - BI-BL issues tracker
  - lhc-mp-restricted (Members of the restricted LHC MP body)
  - BLMTWG-Members (BLM Thresholds Working Group - List Members)
  - lhc-mp-panel-members (Members of the LHC machine protection panel)
  - lhc-engineers (LHC EIC)
  - lhc-mc (lhc machine coordinators)
  - blm-lhc-support (Beam Loss Monitoring System Support for the LHC)

Formalize the procedure

- LHC BLM threshold ECRs are handled by BL section
  - contrary to the hardware ECRs – which are called "-EC" and handled by Samy
  - BLM expert decides whether to follow procedure A or B

A. **Procedure for scheduled changes**. Once the change to be implemented is decided on:

1. Write ECR (input from all concerned teams) (1+ days)
2. Circulate amongst authors (2-3 days)
3. Circulate for approval (2-3 days)
4. Close approval procedure and implement changes (1 day)
5. Potentially re-circulate for approval
6. When approved by LMC and the typically 3 responsible persons: implement

In parallel to steps 1 – 5:

Present at LMC (max 1 week)

A. **Procedure for minor, not-scheduled changes**:

1. Get approval (email, verbal etc.) by rMPP
2. Implement
3. Write ECR (as above)
4. Potentially present at LMC