Standard Traveler Procedures "STP"

01Sep2016

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JLAB Standard Traveler Procedure

- At JLAB have two types of Travelers and Procedures
  - Project Specific
  - STP (Standard Traveler Procedures) where we are in the process of making "generic " Procedures that could be applied to any project
- Proposal to BNL and ODU, is to use the JLAB STP Travelers and Procedures, supplemented where needed with Project Specific Instructions

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Conditions on all STP Procedures

STP- Standard Traveler/Procedure:

- This Standard Procedure is intended to be generalized such that it could apply to most cavity types at JLAB. The PI is encouraged to provide Project Specific Instructions to supplement this Procedure, which are to be attached to the applicable Traveler.

- If at any time the Project Specific Instructions change or modify the content of this Procedure, then a new Procedure will be required, to be approved through the normal processes at SRF and JLAB

SAFETY:

- Individual must keep safety as the first priority in the process; before beginning any job, the user must assure they have the correct PPE for the individual job. Maintaining the level of safety and secure nature of the work area is paramount. Assure personal safety by using caution in movement and taking necessary steps to avoid unnecessary personnel in the immediate area.

Why we require approved & signed Documents ?
- Safety & Liability
- Check that equipment is capable
- Confirm Check Staff Skills/Training compatible

JLAB Internal Procedure Approval

Protocol for approval of STP Travelers and Procedures Internal to JLAB:

- STP Travelers/ Procedures are to be written and reviewed by the work center lead . Examples
  - Example for Chemistry
    - Writer – Ashley A.
    - Reviewer - Jim F.
    - Approval by work center Lead – Kirk D.
    - Approval by SRFOPS Lead – Tony Reilly
- Once Signed uploaded to Docushare & Pansophy where they are available for Projects

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Application of STP to US LARP

- JLAB is creating two sets of STP travelers and Procedures
  - For RFD Cavity
  - For DQW Cavity
- BNL and/or ODU have the option to add additional details & instructions, which could be attached to the traveler or written into a new revision of the Procedure

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Application to US LARP (Cont)

- Project Specific Travelers / Procedures can be based off the STP Travelers/ Procedures
  - To track history we would note under revisions column that the procedures is based on STP-XXXXX, giving the Procedure number
- Approval at JLAB
  - to be approved by the work center lead, the SMEs and Project Manager and others if needed
  - option to also have the procedure signed by an external SME, example for US LARP might be ODU or BNL, as a way of recording that all parties agreed .

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- Once approved, the Travelers/Procedures are uploaded to Docushare & Pansophy at JLAB

- Our Plan would be to upload a PDF to EDMS at the same time as the release in Pansophy

Request EDMS JLAB Folder

- **to be used for approved Travelers & Procedures**
- **one under DQW and one under RFD**

Support needed from CERN

- **EDMS Access for M.Salvador & V. Bookwalter**

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Using the MIP for DQW and RFD

- Using the MIP for the DQW and RFD cavities, we are in the process of listing applicable travelers and Procedures in the MIP
  - See latest MIP for JLAB Traveler/Procedures
- First priority is to get Travelers in place
  - Work is already in process, any relevant data and records needs to be captured in the Traveler
  - Reminder that these cavities are still first articles, so processes are very dynamic
- Some Procedures are available, others under going updates . Will be introduced through managed revisions to the travelers

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Example STP Traveler for HPR

- ## STP- CAV-Chem- HPR (R2) used as baseline
  - USLARP-DQW-Chem-HPR (R1)
  - USLARP-RFD-Chem-HPR (R1)

Backup

Situation in EDMS

- As of 31Aug2016, all of the Cavity Procedures in EDMS appear to be "in work" i.e. drafts , and are not approved – example below
- Folder structure is only loosely aligned to MIP
- **Request a JLAB Folder for approved Travelers & Procedures, one under DQW and one under RFD**

What is Pansophy & Docushare ?

- **Pansophy** is
  - JLab customized **Oracle + Cold Fusion**
  - Data Base Management System

- **Docushare**
  - Commercially available **Xerox Program**
  - Used at JLab for sharing files
  - other options possible for sharing files

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How we use Pansophy

Data In
- Test & Measurement Data, Cavities & Cryomodules
- Docushare links to Procedures & Documents

Reports
- Supports Quality Management (NCRs & D3 Reports)
- Status reports - Dashboards
- Data Mining Queries – example Cavity Performance

Management
- Production & Project Manager Status reports
  - Quality & Traveler Status , level of completion, Paretos
  - External Reports, charts & graphs

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Traveler Creation

- Word template, macro enabled
- User/Engineer Authored
- Process Steps and data Inputs defined
- Links to Procedures, drawings and safety documentation
- Version controlled