Controlled STAR Note #0362

STAR Note Number	Engineering Note Number	STAR WBS Number	Pages
CSN0362		4.12	3
Author W.R. Edwards		Date	9/2/98

Program - Project - Job

STAR Project

Title

Numbering and Control of STAR Documented Work Procedures

Required Signatures

9-8-98

Jay Marx, Project Director

9/2/98

Bill Edwards, Deputy Project Director

Numbering and Control of STAR Documented Work Procedures

Bill Edwards

Introduction: Documented Work Procedures, or DWP's, are written to explain how to accomplish work that is complex (beyond the definition of "skill of the craft") or involves sufficient potential hazards to personnel or equipment. These procedures follow a format specified in RHIC OPM 1.4 "Procedures".

The purpose of this note is to explain how the STAR Project will assign document numbers and control the change in these DWP's.

Numbering System for STAR: The best way to demonstrate the format for numbering DWP's is to use an example and describe the fields.

EXAMPLE: **STP-TPC-GAS-01-A**

Field 1: the type of procedure -

SRP - STAR Rigging Procedure
STP - STAR Test Procedure
SOP - STAR Operating Procedure
SMP - STAR Maintenance Procedure

Field 2: the STAR Project Subsystem (Project WBS level 2) -

SVT (Silicon Vertex Tracker)
TPC (Time Projection Chamber)
FTPC (Forward TPC)
MAG (Magnet)
EMC (Electromagnetic Calorimeter)
TOF (Time-of-Flight)
ELE (Electronics)
CMP (Computing)
CNV (Conventional Systems)
I&T (Installation & Test)
GEN (General)

Note: The General category is meant for procedures related to the STAR facility, integrated systems and overall detector. If there is not a WBS level 2 subsystem that adequately represents your procedure, please contact the STAR QA Representative or Safety Coordinator for help or a revision to this note.

Field 3: the subelement of the appropriate subsystem - to be defined by the relevant subsystem manager. In the case of ELE (electronics), FEE, DAQ, TRG or CNT are appropriate.

Field 4: sequential number for that subelement.

Field 5: revision letter (also include a revision date on the procedure cover page). Note: assign revision A to the 1st version that goes out for signature.

Approval Process: A minimum of four signatures should appear on the DWP cover page. These signatures are:

1) Subsystem or Activity Manager
2) STAR Safety Coordinator
3) STAR QA Representative
4) A RHIC Project ES&H person (one of the following, to be defined by Steve Musolino - Steve Kane, Steve Musolino, Lori Bower or Asher Etkin and, for electrical safety related procedures, Terry Monahan)

Note: the suggested order of approval is 1) Subsystem Manager, 2) Safety Coordinator, 3) QA Representative and 4) RHIC Project ES&H person so that these procedures receive STAR internal review prior to going to RHIC ES&H for review.

Where DWP's are Kept: Storage and updating of completed DWP's are the responsibility of the relevant subsystem/activity managers. A copy of any approved STAR DWP should be submitted to the STAR Safety Coordinator who will keep a log of all DWP's. Make sure the Safety Coordinator receives revisions also.