

AGS OPERATIONS PROCEDURES MANUAL

2.8 SHIFT TURNOVER

Text Pages 1 through 2

Hand Processed Changes

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Approved: _____
Accelerator Division Head Date

P. Ingrassia

2.8 SHIFT TURNOVER

1. Purpose

Shift turnovers should provide oncoming operators with an accurate picture of the overall accelerator status. Shift turnover is an important part of accelerator operation. Complete and accurate shift turnover will contribute to clear understanding, optimum accelerator and equipment performance, and safe operations. They and the off-going personnel should have a high degree of confidence that an appropriate information transfer has taken place before shift turnover has been completed. Oncoming personnel conduct a comprehensive review of appropriate logs, records and equipment information before responsibility for the shift position is transferred. Personnel should not assume operational duties unless they are physically and mentally fit to do so. Oncoming personnel could arrive early or off-going personnel could stay late so that adequate review time is available. When this overlap period occurs is determined by the individual operating groups.

Shift turnovers should include a thorough review of appropriate documents describing important aspects of accelerator status and an inspection of appropriate accelerator instrumentation. These reviews are then complemented by a discussion between the off-going and oncoming operators.

Any special information required on a particular shift is written in the logbook by the senior person in charge of the group or his designee and verbally emphasized during the briefings.

2. Guidelines

2.1 Shift Turnover Review

The turnover review by the operators should include:

- a. A comparison of the significant equipment parameters at shifts start and end,
- b. if appropriate, a hard-copy of equipment performance.

2.2 Document Review

Oncoming operators are expected to use the first several minutes of their shift reading the contents of the shift logs and the required readings as indicated by the groups supervisor.

Required reading includes reviewing the Required Reading Binder, Temporary Procedures Logbook and Hand Processed Change Logbook. Unless clearly designated for immediate attention, all reading should be completed within ten days of issue. All reading should be appropriately signed-off. Questions about reading material should be addressed to the Head of the MCR.

2.3 Discussion and Exchange of Responsibility

Whenever the accelerator or associated equipment is operating at shift change time, the off-going operator should brief the on-coming operator to ensure that he is fully cognizant of operating condi-

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tions. The on-coming operator is given a briefing covering what has occurred since the last shift.

2.4 Shift Crew Briefing

The Operations Coordinator should conduct a crew briefing after he has accepted responsibility for the shift. The briefing should include a review of the status of the accelerator, problems with equipment, and evolutions in progress or planned during the shift.

2.5 Reliefs Occurring During the Shift

Exchange of operators or an Operations Coordinator for personal, health or other reasons during a shift should be done in such a way as to ensure that the oncoming person is knowledgeable of the conditions as he would have been had a complete shift turnover process been conducted. For example, accelerator instrumentation and logbook reviews may or may not be necessary, depending on the oncoming person's familiarity with the current conditions.

2.6 Exchange of Responsibility

The on-coming Operations Coordinator signifies that he is cognizant of facility operations, and prepared to assume responsibility for operations, by signing his name at the end of the log for the previous shift.

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