SNS-OPM 1.A-2.3
Procedure for Implementing New or Revised Permanent Procedures or Canceling Permanent Procedures

Before using a printed copy, check the *last modified date and revision number* against the OFFICIAL COPY on the SNS-OPM website.
Signed archival copies are maintained by the SNS Document Control Center.

Hand Processed Changes

HPC No.	Date	Page Nos.	Initials

Approved: _____ 3-16-15
RAD Accelerator Operations Manager — Date

Approved: _____ 3/16/2015
SNS Instrument Operations Manager — Date

Approved: _____ 03.16.2015
SNS Operations Manager — Date

Contact: SNS-OPM Editor

1. Purpose

1.1 This procedure describes the process for implementing new or revised permanent procedures or canceling permanent procedures that reside in the SNS Operations Procedure Manual (SNS OPM).

2. Responsibilities

2.1 Authors and reviewers of permanent procedures are responsible for following this procedure when writing New or Revised Permanent Procedures or Canceling Permanent Procedures that reside in the SNS-OPM.

2.2 The SNS-OPM Editor is responsible for maintaining the SNS OPM accordingly as procedures are added or canceled.

2.3 The SNS Operations Manager and/or appropriate Division Operations Manager or group leaders or designees are responsible for determining the training requirements for new or revised procedures.

2.4 The appropriate Division Operations Manager or group leaders or designees are responsible for notifying affected parties and for implementing new or revised procedures.

3. Prerequisites

3.1 None.

4. Precautions

4.1 Safety related procedures shall have a "(Y)" appear after the OPM number in the left-hand corner of the footer on each page of the procedure to indicate safety related status.

4.1.1 Safety related procedures are defined in SNS-OPM 1.A-2, “SNS OPM Plans, Policies, and Operating Procedures.”

NOTE:
Safety related procedures may be printed on yellow paper

4.2 Do not alter forms or checklists, or attempt to apply the procedure to a circumstance not covered by the safety related permanent procedure.

5. Procedure

5.1 Deciding when to write, revise, or cancel a procedure.

5.1.1 Write new plans, policies, or procedures if there is new equipment, new OPERATIONAL limits, new OPERATIONAL activities, or when mandated by changes in DOE Orders or SNS/ORNL Policy.

5.1.2 Revise the procedure if:

- An extensive change to an existing procedure is required.
- The intent of the existing procedure is required to be changed,
- Levels, limits, or calculations derived from DOE Orders change,
- Apparatus or operating parameters change.

5.1.3 Cancel the procedure if the procedure no longer applies or it is moved to another location in the SNS-OPM**.**

5.2 Starting the Process.

5.2.1 If writing a new procedure, the author shall contact the SNS-OPM Editor and inform the Editor of the intended procedure content. The SNS-OPM Editor shall:

- Assign an OPM number.
- Refer the procedure writer to SNS-OPM 1.A-2.2 "Format of SNS-OPM Policies and Procedures".
- Refer the procedure writer to SNS-OPM-ATT 1.A-2.2.a "Blank Procedure - Microsoft Word".
- Suggest procedure authorizers to be listed on the procedure coversheet.

5.2.2 If revising an existing procedure, the procedure writer shall:

- Obtain the latest official revision in Microsoft Word form from the SNS-OPM Editor.
- Check with the SNS-OPM Editor or the Operations Coordinator to determine if any Hand Process Changes (HPC) are associated with the procedure to be revised. Open HPC's shall be incorporated into the procedure, along with other necessary changes.
- Use the "Track Changes" feature of Microsoft Word when revising the procedure in order to provide the original text annotated with changes for the document review.

5.3 Reviewing the Procedure Draft.

5.3.1 The SNS-OPM Editor, the appropriate SNS Division Operations Managers, group leaders or the SNS Operations Manger shall assign technical reviewers for the procedure.

5.3.2 The procedure draft shall be sent to the technical reviewers for review and comment.

5.3.3 The reviewers shall:

- Ensure the document is technically accurate.
- Ensure interfaces with other organizations are properly captured.
- Ensure the document fulfills its intended purpose.
- Ensure the instructions can be performed in the manner prescribed and the expected result obtained.

5.3.4 The procedure draft shall also be sent to the SNS-OPM Editor for editorial comments.

5.3.5 The draft shall be revised accordingly based on the comments from the technical reviewers.

5.3.6 The review and comment process shall continue until all the comments are resolved.

5.3.7 All revisions to the OPM shall be documented in Section 9 - Revision History.

5.3.8 Once the comments for the procedures outlined above have been resolved, a walk-thru of the procedure shall be performed. The walk-thru shall validate the functionality of the procedure (e.g. it can be performed in the manner prescribed and the expected result obtained). The following types of procedures shall have walk-thrus performed as part of the approval process:

- ODH testing and certification.
- PPS operational guide.
- PPS access control.
- PPS sweeps.
- PPS testing and certification.
- IPPS testing and certification.

5.4 Closing Out the Process.

5.4.1 After the final draft is formalized, the authorizers shall approve the final procedure by signing the coversheet.

5.4.2 The SNS Operations Manager and/or the appropriate Division Operations Manager, group leaders or designees shall determine the audience and the level and type of training required before the procedure can be implemented.

5.4.3 The appropriate Division Operations Manager/designee or group leader/designee shall distribute (electronically or in paper format) the new or revised procedures to individuals requiring training in this procedure.

- Trained persons shall sign the "SNS Read and Acknowledge Form" (see SNS-OPM-ATT 1.A-2.3.c), or
- trained persons shall sign an attendance sheet or other analogous document (either paper or electronic) based on the type of training given that is specified by the Division Operations Manager/designee or group leader/designee, or
- a "read and acknowledge" shall be provided through the electronic logbook to capture electronic signatures of the trained persons.

5.4.4 The procedure writer shall electronically send the Microsoft Word document to the SNS-OPM Editor. The SNS-OPM Editor shall:

- Post the new or revised procedure on the SNS Operations Procedure Manual Website.
- Update the SNS-OPM Table of Contents, if applicable.
- Cancel any HPCs associated with the procedure revision, if applicable.

5.4.5 The signed copy of the procedure shall be submitted to the Document Control Center by the SNS-OPM Editor for archival purposes.

5.5 Canceling a Procedure.

5.5.1 A procedure should be canceled if it no longer applies or is moved to another location in the SNS-OPM.

5.5.2 Procedures shall be canceled with the concurrence of either the appropriate Division Operations Manager/designee or group leader/designee.

5.5.3 A memo shall be written to the SNS OPM Editors and either the appropriate Division Operations Manager/designee or group leader/designee explaining the reason the document is being canceled. Use SNS-OPM 1.A-2.3.d as a template.

5.5.4 The SNS-OPM Editor shall be informed when procedures shall be canceled. The SNS-OPM Editor shall:

- Update the Table of Contents on the SNS-OPM Website accordingly (insert a link to the removal memo).
- Remove the printed reference copy from the OPM binders in the CCR.
- Ensure the memo is submitted to the Document Control Center to be included in the appropriate folder.

6. Documentation

6.1 The final, approved procedure shall be submitted electronically to the SNS-OPM Editor to be placed on the SNS-OPM Website.

6.2 The signed hardcopy of the procedure shall be submitted to the Document Control Center for archival purposes.

6.3 If applicable, the Read and Acknowledge Form (see SNS-OPM-ATT 1.A-2.3.c) (or other form designated by the appropriate Division Operations Manager or group leader) shall be submitted to the Document Control Center by the SNS OPM Editor for archival purposes.

6.4 For training by instruction, the Course Attendance Sheet shall bear the date and signature of the Instructor and the grade if an exam is given. If applicable, the Course Attendance Sheet shall be submitted to the Document Control Center by the SNS OPM Editor for archival purposes.

7. References

7.1 SNS-OPM 1.A-2, “SNS OPM Plans, Policies, and Operating Procedures”
http://ns-staff.ornl.gov/operations/SNS-OPM/01-A-02.pdf

7.2 SNS-OPM 1.A-2.2 “Format of SNS-OPM Policies and Procedures”
http://ns-staff.ornl.gov/operations/SNS-OPM/01-A-02-02.pdf

7.3 SNS-OPM 1.A-2.2.a “Blank Procedure – Microsoft Word”
http://ns-staff.ornl.gov/operations/SNS-OPM/01-A-02-02-a.docx

8. Attachments

8.1 SNS-OPM-ATT 1.A-2.3.c "SNS Read and Acknowledge Form".
http://ns-staff.ornl.gov/operations/SNS-OPM/01-A-02-03-c.pdf

8.2 SNS-OPM-ATT 1.A-2.3.d "Blank Cancelation Memo – Microsoft Word".
http://ns-staff.ornl.gov/operations/SNS-OPM/01-A-02-03-d.docx

9. Revision History

- Rev. 03 March 13, 2015 – Signatory page updated to reflect current organization. In addition to the appropriate Division Operations Manager, group leaders/designee is added throughout the document providing an additional option since they are more familiar with initiating, revising, and cancelling procedures. **Section 5.3** – removed the references to the canceled reviewer tracking sheet and added **5.3.7** - All revisions to the OPM shall be documented in Section 9 - Revision History. **Section 5.4** – removed the reference to the canceled reviewer tracking sheet. **Section 9** - Added revision history section. Added links in sections **5.5.3** and **8.2** for SNS-OPM-ATT 1.A-2.3.d SNS Cancelation Memo.

    - Note that SNS-OPM-ATT 1.A-2.3.a "SNS-OPM Reviewer Tracking Sheet" was canceled 4-23-2013.
    - Rev. 4.2 March 13, 2015 - SNS-OPM 1.A-2.3.c - was reviewed and no changes were made to the OPM.
    - Created SNS-OPM-ATT 1.A-2.3.d "Blank Cancelation Memo – Microsoft Word".