

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-O-025,R1-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Terry Brog Phone Ext: 3555

Department Name: Director's Office

Document Number: O-025 Revision No.: 1

Document Title: Electrical Safety Committee Charter

**Reason for change:**

Changed the frequency of the committee meetings.

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

Changed the frequency of the committee meetings from semiannually to quarterly.

1. Does this TCR significantly alter the intent or scope of the document? YES:        NO: X
2. Does this TCR significantly impact ES&H? YES:        NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

\_\_\_\_\_  
Department/Division Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head, Quality Assurance/Quality Control

\_\_\_\_\_  
Date

Release/Effective date of this TCR: 10/2/17

Incorporate this TCR into next revision of this document? YES: X NO:       

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<b>Subject:</b>  <b>Electrical Safety Committee Charter</b>	<b>Effective Date:</b>  September 18, 2015	<b>Initiated by:</b>  ES&H Executive Board Chairperson
	<b>Supersedes:</b> Revision 0, dated 4/5/02 and TCR-001	<b>Approved:</b>  Director

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**Introduction**

The Electrical Safety Committee is a resource committee that supports the ES&H Executive Board and is a source of expertise to Laboratory projects and departments. It is responsible for providing information on Laboratory electrical safety concerns to the ES&H Executive Board, providing suggestions for improving the PPPL electrical safety program, and for reviewing various documentation as requested by the Board or Responsible Line Managers.

**Members (11)**

- Head, Power Systems Branch (Co-Chairperson)
- Safety Division Electrical Safety Specialist (Co-Chairperson)
- Head, Electrical Engineering Division
- Facilities & Site Services Division representatives (2)
- AC Power Section Representatives (2)
- PS&T Department representative
- Two (2) representatives appointed by the Engineering Department Head
- DOE-PSO Representative

Seven (7) voting members must be present to meet the quorum requirements for a meeting. Electrical Safety Committee meetings will be held, at minimum, quarterly. The Electrical Safety Committee can request the services of specific Laboratory employees to serve as non-voting Resource Members. TCR-O-025,R1-001

**Responsibilities**

The Electrical Safety Committee is responsible for:

- Reviewing and commenting on new and revised ES&H Directives (excluding Temporary Change Requests), Laboratory-wide manuals, policies, plans, procedures and Engineering Standards that pertain to electrical safety issues.
- Proposing or initiating new or revisions to ES&H Directives (excluding Temporary Change Requests), Laboratory-wide manuals, policies, plans, procedures and Engineering Standards that pertain to electrical safety issues.
- Reviewing and commenting on the electrical safety of work practices and activities, as requested by the ES&H Executive Board or by individual PPPL projects or departments.
- Recommending approval of Engineering Standards that pertain to electrical safety.

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- Reviewing and commenting on proposed electrical designs regarding unusual safety issues, as requested by the ES&H Executive Board or by individual PPPL projects or departments.
- Communicating electrical safety requirements and regulations (and their revisions) that affect PPPL to the ES&H Executive Board.
- Reporting on results of Committee meetings at ES&H Executive Board meetings.
- Performing other tasks as requested by the Committee Co-Chairs or the ES&H Executive Board Chairperson, including periodic assessments of the effectiveness of the Laboratory's electrical safety program elements.
- Documenting key decisions and recommendations made by the committee and sending those documents to the Head of ES&H to be kept with records of the ES&H Executive Board.

**Reference Documents**

O-021 ES&amp;H Executive Board Charter