

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-ENG-043,R0-002

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: Erik Perry  
Department Name: Engineering & Infrastructure Phone Ext: 3016  
Document Number: ENG-043 Revision No.: 0  
Document Title: Carpenter Qualification

**Reason for change:**

Minor changes as a result of 3-year review. Extend effective date for 3 more years.

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

1. Deleted "Effective September 30, 2009, qualifications must be in place and documented per the requirements of this procedure." In first paragraph.
2. Added supervisor signature line on attachment 1 form.
3. Incorporated previous TCR-001.

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:

\_\_\_\_\_  
\_\_\_\_\_

**M.D. Williams**  
Department/Division Head Approval

11/2/12  
Date

**J. DeLooper**  
Head, Best Practices and Outreach

11/2/12  
Date

Release/Effective date of this TCR: 11/2/12

Incorporate this TCR into next revision of this document? Yes X No

<b>PPPL</b>	<b>Princeton Plasma Physics Laboratory</b>	<b>PROCEDURE</b>	<b>ENG-043 Rev 0 page 1 of 2</b>
	<b>Subject:</b>  <b>Carpenter Qualification</b>	<b>Effective Date:</b>  March 20, 2009	<b>Initiated by:</b>  Associate Laboratory Director, Engineering and Infrastructure
	<b>Supersedes:</b>  NEW	<b>Approved:</b>  Director	

**Applicability**

This procedure applies to the training and qualification of all PPPL Carpenters.

**Introduction**

This procedure identifies the skills required to perform as a qualified Carpenter at PPPL. Meeting the requirements of this procedure identifies a Carpenter as having the “skills of the trade” and he/she is therefore authorized to perform work accordingly. Carpenter apprentices must work under the direct field supervision of a qualified Carpenter.

**References**

Procedure TR-001, Laboratory Training Program  
 Procedure TR-006, Establishing Qualification and Certification Requirements  
 PPPL ESHD 5008

**Definitions & Acronyms**

Apprentice – Someone who is working under the direct field supervision of a qualified person  
 LOTO – Lockout / Tagout  
 Qualified Carpenter – Someone who has been qualified by this procedure

**Procedure****Responsibility****Action**

- |  |   |
|--|---|
| Carpenter Candidate  | 1. Takes the training listed on the Carpenter Qualification Checklist (Attachment 1).   |
| Supervisor of Carpenter                                      | 2. Fills out a Carpenter Qualification Checklist for each person who is to be qualified as a Carpenter.<br>3. Attaches documentation showing that the individual has current training for each of the courses listed on the checklist.<br>4. Attaches documentation supporting the fact that the individual has obtained the required skills.<br>5. Attaches documentation that the individual has completed the required on-the-job training for the basic skills.<br>6. Perform a requalification every three (3) years consisting of a review of the individual's proficiency and knowledge with respect to the proper operations and safety requirements for this qualification. This requalification will be recorded on Attachment 1. |
| Training Specialist  | 7. Assembles the qualification file upon successful completion of the qualification requirements.<br>8. Reviews the package for compliance with this procedure and any applicable DOE Orders, and prepares the Statement of Qualification.<br>9. Signs the Statement of Qualification and forwards the package to the Head of the Fabrication, Operations and Maintenance Division when the package is complete.  |
| Head of the Fabrication, Operations and Maintenance Division | 10. Reviews the package and decides whether to convene a panel to interview the Carpenter candidate and his supervisor in order to verify that requirements have been adequately met.<br>11. Approves the package or notifies the Carpenter candidate and his supervisor of the areas which need further attention before the qualification can proceed.<br>12. Forwards it to the Associate Director for Engineering and Infrastructure when the package has been approved.  |
| Associate Director, Engineering and Infrastructure           | 13. Reviews and approves the package.<br>14. Returns the completed, signed-off package to the Office of Certification and Training for filing.  |

Carpenter Qualification Checklist

Attachment 1

Carpenter Qualification Checklist for: \_\_\_\_\_

Minimum Education:

- High School / Vocational School Diploma or G.E.D.

Training / Course Requirements:

- Lockout / Tagout training date: \_\_\_\_\_
Basic Electrical Safety training date: \_\_\_\_\_

Equipment qualified to operate without immediate supervision (not all required):

- Safe and proper operation of DoAll bandsaw
Safe and proper operation of drill press
Safe and proper operation of Black and Decker Panel Saw
Safe and proper operation of Delta/Rockwell 6" planer
Safe and proper operation of Delta/Rockwell 18" planer
Safe and proper operation of DeWalt 16" radial arm saw
Safe and proper operation of Delta table saw
Safe and proper operation of Sawstop table saw
Every three (3) years perform a requalification to ensure that individual is current and proficient with the proper operations/safety requirements of this qualification.

Supervisor: \_\_\_\_\_

date: \_\_\_\_\_

Supervisor witness: \_\_\_\_\_

Date

Reviewed: \_\_\_\_\_

Fabrication, Operations and Maintenance Division Head

date

Approved: \_\_\_\_\_

Associate Director, Engineering and Infrastructure

date