

TEMPORARY CHANGE REQUEST **TCR NO. ENG-044. R0-003**

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

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: M. Viola

Department Name: Facilities and Site Services Div. **Phone Ext:** 3655

Document Number: ENG-042 **Revision No.:** 0-003

Document Title: HVAC Mechanic Qualification

Reason for change: Three year review.

Change description: (Summarize and attach changed pages, with changes clearly indicated)
Minor editorial changes and Organizational name changes

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:

Michael D. Williams

Department/Division Head Approval

2/22/13

Date

John DeLooper

Head, Best Practices and Outreach

2/22/13

Date

Release/Effective date of this TCR: 2/22/13

Incorporate this TCR into next revision of this document? **Yes**___ **No**___

PPPL	Princeton Plasma Physics Laboratory	PROCEDURE	ENG-044 Rev 0 page 1 of 2
	Subject: HVAC Mechanic Qualification	Effective Date: March 20, 2009	Initiated by: Associate Laboratory Director, Engineering and Infrastructure
	Supersedes: NEW	Approved: Director	

Applicability

This procedure applies to the training and qualification of all PPPL HVAC Mechanics. Effective September 30, 2009, qualifications must be in place and documented per the requirements of this procedure.

Introduction

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

References

Procedure TR-001, Laboratory Training Program
 Procedure TR-006, Establishing Qualification and Certification Requirements
 PPPL ESHD 5008
 FED-008, D-Site HVAC Operator Qualification

Definitions & Acronyms

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

Procedure**Responsibility****Action**

HVAC Mechanic Candidate	1. Takes the training listed on the HVAC Mechanic Qualification Checklist (Attachment 1).
Supervisor of HVAC Mechanic	2. Fills out a HVAC Mechanic Qualification Checklist for each person who is to be qualified as an HVAC Mechanic. 3. Attaches documentation showing that the individual has current training for each of the courses listed on the checklist. 4. Attaches documentation supporting the fact that the individual has obtained the required skills. 5. Attaches documentation that the individual has completed the required on-the-job training for the basic skills. 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. 8. Reviews the package for compliance with this procedure and any applicable DOE Orders, and prepares the Statement of Qualification. 9. Signs the Statement of Qualification and forwards the package to the Head of the Facilities and Site Services Division when the package is complete.
Head of the Facilities and Site Services Division	10. Reviews the package and decides whether to convene a panel to interview the HVAC Mechanic candidate and his supervisor in order to verify that requirements have been adequately met. 11. Approves the package or notifies the HVAC Mechanic candidate and his supervisor of the areas which need further attention before the qualification can proceed. 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. 14. Returns the completed, signed-off package to the Office of Certification and Training for filing.

HVAC Mechanic Qualification Checklist

Attachment 1

HVAC Mechanic Qualification Checklist for: _____

Minimum Education:

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

Training / Course Requirements:

- New Jersey Blue Seal Refrigeration Certification date: _____
- Lockout / Tagout training date: _____
- Electrical Utilization Training (EUT) date: _____
- Brazing Certification date: _____
- D-Site Operator Certification (when required for D-Site) date: _____
- Universal Refrigerant EPA Certification date: _____

Skill Requirements:

- Proper performance of HVAC equipment operation
- Proper performance of refrigeration equipment operation
- Proper performance of Lockout/Tag Out (LOTO)
- Basic troubleshooting techniques
- Performing equipment preventative maintenance

- Every three (3) years perform a requalification to ensure that individual is current and proficient with the proper operations/safety requirements of this qualification. date: _____

Supervisor witness: _____

Reviewed: _____ date _____
Head, Facilities and Site Services Division

Approved: _____ date _____
Associate Director, Engineering and Infrastructure