

TEMPORARY CHANGE REQUEST

TCR NO. TCR-ENG-046,R0-003

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

Phone Ext: 3016

Department Name: Engineering

Document Number: ENG-046

Revision No.: 0

Document Title: Metal Fabricator Qualification

Reason for change:

No longer need to include the effective date of Sept. 2009 in Applicability.
Remove references to Apprentices since Apprentices are not used for Metal Fabrication.

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

Remove effective date of 2009 from the applicability section.
Remove second line of Introduction and remove definition of Apprentice since Apprentices are not used for Metal Fabrication.

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:

Larry Dudek

2/26/15

Department/Division Head Approval

Date

John DeLooper

2/28/15

Head, Best Practices and Outreach/designee

Date

Release/Effective date of this TCR: 3/2/15

Incorporate this TCR into next revision of this document?

YES: NO:

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		Subject:	Effective Date:	Initiated by:
Metal Fabricator Qualification		March 20, 2009	Associate Laboratory Director, Engineering and Infrastructure	
		Supersedes:	Approved:	
		NEW	Director	

Applicability

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

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Introduction

This procedure identifies the skills required to perform as a qualified Metal Fabricator at PPPL. Meeting the requirements of this procedure identifies a Metal Fabricator as having the “skills of the trade” and he/she is therefore authorized to perform work accordingly.

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References

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

Definitions & Acronyms

LOTO – Lockout / Tagout

Qualified Metal Fabricator – Someone who has been qualified by this procedure

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ProcedureResponsibilityAction

Metal Fabricator Candidate	1. Takes the training listed on the Metal Fabricator Qualification Checklist (Attachment 1).
Supervisor of Metal Fabricator	2. Fills out a Metal Fabricator Qualification Checklist for each person who is to be qualified as a Metal Fabricator. 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 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 Metal Fabricator candidate and his supervisor in order to verify that requirements have been adequately met. 11. Approves the package or notifies the Metal Fabricator 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.

Metal Fabricator Qualification Checklist

Attachment 1

Metal Fabricator 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 band saw
- Safe and proper operation of Hydra Power press brake
- Safe and proper operation of drill press
- Safe and proper operation of Piranha iron worker
- Safe and proper operation of Strippit supper 3030 punch
- Safe and proper operation of Peck, Stow, Wilcox roller
- Safe and proper operation of Cincinnati 100c shear
- Safe and proper operation of Wells cut-off 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.
date: _____

Supervisor witness: _____ _____
date

Reviewed: _____ _____
Fabrication, Operations and Maintenance Division Head date

Approved: _____ _____
Associate Director, Engineering and Infrastructure date