

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ENG-047-R0-002**

(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: Bill Gervasi Phone Ext: 3592

Department Name: Engineering and Infrastructure Support

Document Number: ENG-047 Revision No.: 0

Document Title: Facilities Technician Qualification

Reason for change:

1. Equipment Name Change in Attachment 1
2. Add new required sections for Management System, Training requirements, Record Retention requirements.

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

1. Rockwell Table Saw changed to Saw Stop Table Saw in Attachment 1.
2. Added Management System, Training requirements, Record Retention requirements.

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:

Martin Donohue

7/29/15

Department/Division Head Approval

Date

John DeLooper

7/29/15

Head, Best Practices and Outreach/designee

Date

Release/Effective date of this TCR: 7/30/15

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

Subject: Facilities Technician Qualification	Effective Date: November 24, 2009	Initiated by: Associate Laboratory Director, Engineering and Infrastructure
	Supersedes: NEW	Approved: Director

TCR-047, R0-002

Management System (Primary): 03.00 Engineering
Management System Owner: Associate Director for Engineering and Infrastructure
Management Process: 03.06 Technical Project Management
Process Owner: Associate Director for Engineering and Infrastructure
Sub-Process: 03.06.19 Human Resource Management
Sub-Process Owner: Associate Director for Engineering and Infrastructure
Subject Matter Experts (SMEs): Head, Facilities and Site Services

TCR ENG-047,R0-002

Applicability

This procedure applies to the training and qualification of all PPPL Facilities Technicians. Effective November 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 facilities technician at PPPL. Meeting the requirements of this procedure identifies a facilities technician as having the “skills of the trade” and he/she is therefore qualified to perform work accordingly. Facilities technician apprentices must work under the direct field supervision of a qualified facilities technician.

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
 Facilities Technician – Someone who has been qualified by this procedure.

Procedure

Responsibility

Action

- | | |
|--|---|
| Facilities Technician Candidate | 1. Takes the training listed on the Facilities Technician Qualification Checklist (Attachment 1). |
| Supervisor of Facilities Technician | 2. Fills out a Facilities Technician Qualification Checklist for each person who is to be qualified as a facilities technician.

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. |
| Training Specialist | 6. Assembles the qualification file upon successful completion of the qualification requirements.

7. Reviews the package for compliance with this procedure and any applicable DOE Orders, and prepares the Statement of Qualification.

8. Signs the Statement of Qualification and forwards the package to the Head of the Facilities Division when the package is complete. |
| Head of the Facilities Division | 9. Reviews the package and decides whether to convene a panel to interview the facilities technician candidate and his supervisor in order to verify that requirements have been adequately met.

10. Approves the package or notifies the facilities technician candidate and his supervisor of the areas which need further attention before the qualification can proceed.

11. Forwards it to the Associate Director for Engineering and Infrastructure when the package has been approved. |
| Associate Director, Engineering and Infrastructure | 12. Reviews and approves the package.

13. Returns the completed, signed-off package to the Office of Certification and Training for filing. |

Training (Section Required for All Procedures)

Head, Facilities and Site Services

1. Ensures the appropriate training methods and means (below) are implemented.

A. Target Audience: Facilities Supervisors

Instructor: Head, Facilities and Site Services

Training Method: Briefing on procedure requirements

Frequency: Upon major revision of this procedure

B. Best Practices sends standard email notification of revisions or TCRs for this procedure to all Supervisors.

Records Requirements Specific to This Procedure

Records Custodians must assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
Facilities Technician Qualification Checklist	Human Resources	Employee File	Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1a(4) records. Transfer folders with remaining documents to the local Federal Records Center. Destroy 4 years after cutoff. - All other performance plans and ratings. <u>HOLD INDEFINETLY</u> <i>Reference: Admin 1 Personnel Records (29.1.a)</i>
Statement of Qualification	Human Resources	Employee File	Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1a(4) records. Transfer folders with remaining documents to the local Federal Records Center. Destroy 4 years after cutoff. - All other performance plans and ratings. <u>HOLD INDEFINETLY</u> <i>Reference: Admin 1 Personnel Records (29.1.a)</i>

Facilities Technician Qualification Checklist

Attachment 1

TCR-047, R0-002

Facilities Technician Qualification Checklist for: _____

Minimum Education:

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

Training / Course Requirements:

- Lockout / Tagout training date: _____
- Basic Electrical Safety or Electrical Utilization Training date: _____
- _____ date: _____

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

- Safe and proper operation of basic hand and power tools
- Safe and proper operation of Wells cut-off saw
- Safe and proper operation of Jet vertical band saw
- Safe and proper operation of Cincinnati drill press
- Safe and proper operation of Jet boring mill
- Safe and proper operation of Pexto shear
- Safe and proper operation of hydraulic bearing press
- Safe and proper operation of Rotex punch
- Safe and proper operation of sheet metal press break
- Safe and proper operation of DeWalt radial arm saw
- Safe and proper operation of Saw Stop table saw
- Safe and proper operation of fixed grinder
- Safe and proper operation of fixed belt sander
- Safe and proper operation of Ridgid pipe threading machine
- Safe and proper operation of roll grooving machine
- Safe and proper operation of panel saw
- _____
- _____

TCR ENG-047,R0-002

Supervisor witness: _____

Reviewed: _____
Facilities Division Head date

Approved: _____
Associate Director, Engineering and Infrastructure date