

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-ENG-043,R0-003**

(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: Erik Perry

Phone Ext: 3016

Department Name: Engineering

Document Number: ENG-043

Revision No.: 0

Document Title: Carpenter Qualification

**Reason for change:**

3 year review, updated titles.

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

Replaced ADEI with Head, Engineering Department

Replaced Head of Fabrication, Operations and Maintenance with Fabrication Group Head

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: 9/18/17

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>  Engineering Department Head	
	<b>Supersedes:</b>  NEW	<b>Approved:</b>  Director	

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### 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><br>3. Attaches documentation showing that the individual has current training for each of the courses listed on the checklist.<br><br>4. Attaches documentation supporting the fact that the individual has obtained the required skills.<br><br>5. Attaches documentation that the individual has completed the required on-the-job training for the basic skills.<br><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><br>8. Reviews the package for compliance with this procedure and any applicable DOE Orders, and prepares the Statement of Qualification.<br><br>9. Signs the Statement of Qualification and forwards the package to the Head of the Fabrication Group when the package is complete. <b>TCR-ENG-043,R0-003</b>   |
| Head of the Fabrication Group | 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. <b>TCR-ENG-043,R0-003</b><br><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><br>12. Forwards it to the Head, Engineering Department when the package has been approved. <b>TCR-ENG-043,R0-003</b><br><br>13. Reviews and approves the package. <b>TCR-ENG-043,R0-003</b>  |
| Engineering Department Head   | 14. Returns the completed, signed-off package to the Office of Certification and Training for filing.   |

**Carpenter Qualification Checklist****Attachment 1**

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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.

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

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

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

Reviewed: \_\_\_\_\_ date \_\_\_\_\_  
Fabrication Group Head TCR-ENG-043,R0-003Approved: \_\_\_\_\_ date \_\_\_\_\_  
Head, Engineering Department TCR-ENG-043,R0-003