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ICMS Content ID:	APS_1192930
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Configuration Control Work Permit

Changes made in this revision:

- Replaced G. Markovich with K. Belcher as an author
- Edits to align with updates to APS_1685081 (Change Control for RSS)

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Configuration Control Work Permit

1. Introduction

This document provides guidance on how to complete a Configuration Control Work Permit. For detailed requirements please see the APS Change Control for Radiation Safety Systems policy and procedure ([APS_1685081](#)).

Prior to starting work on an APS Radiation Safety System (RSS), a CCWP must be approved, and the work authorized. If there is an RSS tag on equipment, a CCWP (aka a “yellow sheet”) needs to be completed before working on the equipment/system.

Work on RSS is limited to the approved scope – a change in scope requires the CCWP to be updated and re-approved. Prior to returning an RSS to operations the CCWP must be closed out.

The tasks of the groups doing the RSS work are entered in the Work Request System and will include relevant reference procedure numbers, RSS number of components to be worked on, and other reference documents. For a simple job, the procedure can be included in the scope, but both must fit in the scope text box.

CCWPs may also be used for work on non-RSS credited controls such as ODH monitors.

CCWPs are created by the Job Coordinator, please see APS Change Control for Radiation Safety Systems policy and procedure ([APS_1685081](#)) for the role and responsibilities of the Job Coordinator.

CCWP template: [APS_1192911](#) ([native file](#))

ICMS workflow shall be utilized to obtain approvals for the Approved for Work, Validations Complete and Closeout phases. Verbal approvals are allowed and will be indicated on the CCWP.

2. Completing a CCWP

(See a reference blank form on page 5.)

Step 1 – Scope of Work: This step defines who the contact person is, schedule, location, the tasks to be performed and lists any references:

- a) The Job Coordinator is responsible for the full scope of work
- b) The scope should unambiguously identify what is in and what is not in the scope of work covered by the CCWP
- c) References (e.g., work request, procedures, RSS tag numbers, work control documents, credit control tag numbers) may detail aspects of the work

- d) For a simple task the scope of work can be the work procedure
- e) For work on an RSS component that is not installed, a traveler RSS tag will be utilized and noted on the CCWP.

No work shall be done on an RSS unless it is specifically included in the scope of work.

Step 2 – Work Approvals: If a Group is doing RSS work, the Supervising Engineer or designee must approve the work.

Approval indicates:

- a) Scope of Group's tasks are understood
- b) Information (e.g., drawings, specification, and procedures) needed to do the work is available to the Group
- c) Work Control Documents to cover group's activities are approved and authorized
- d) Equipment and instruments needed to do the work will be available
- e) Safeguards are in place

Step 3 – Authorization to Start Work: After Step 2 is completed and all work approvals have been documented, the work can be authorized to start:

- a) Job Coordinator confirms approvals cover full scope of work, safeguards are in place, and the job is ready to begin
- b) Work is authorized to start by the Job Coordinator **AND** the Floor Coordinator (Front End/Beamline) or MCR (Accelerator)
- c) FC/MCR:
 - i. Verifies electronically approved CCWPs are in the Approved for Work ICMS folder or verbal approvals have been received
 - ii. Secured facilities to ensure there will be no beam in the work area or have disabled/secured hazard if work is on a credited control
 - iii. Signs and posts the CCWP (FC posts in BL end cabinet, MCR verifies ICMS)
 - iv. Provides independent oversight of the work

Step 4 – Validations: This step documents that each group doing the work has completed:

- a) The Supervising Engineer confirms their tasks are complete, validations are complete, any records updated, and the systems are ready for safe operation
- b) Information (e.g., validation or verification results, drawings, specifications, and procedures) has been or is being updated and saved in an approved APS document repository (ICMS)

Step 5 – Validations Complete: After Step 4 is completed:

- a) Job Coordinator confirm all work and validations are completed.
- b) FC/MCR approval affirms:
 - i. Verifies electronically approved CCWPs are in the Validations Complete ICMS folder
 - ii. Restore configuration control tagging.

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- iii. All work areas are ready to return to normal operations
 - For accelerator RSS work, when work is completed the MCR verifies in ICMS that all supervising engineers have completed their validations.
 - If a shielding validation with beam is NOT required, the CCWP is closed out and authorization to return to service is granted by the MCR (proceed to step 6).
 - If a shielding validation with beam IS required, the CCWP does not get closed out (step 6) until any required radiation surveys are completed.
 - For front end and beamline RSS work, a CCWP remains posted until the work is completed, validations by the supervising engineers are completed, and both the job coordinator and Floor Coordinator have signed off.
 - If shielding validation with beam is NOT required, the CCWP is closed out (proceed to step 6) and authorization to return to service is granted by the Floor Coordinator.
 - If shielding validation with beam IS required, an EFOG Type C Survey form is posted, and the FC shall indicate which station(s) must remain APS disabled and global online/offline status until the HP survey is completed. Posting of the EFOG Type C Survey Form is indicated in step 6 on the CCWP for closeout.

Step 6 – Close Out: Authorization to start or restart operations
 FC/MCR authorization needed to return to service (see above explanations)

Post Close-Out

When work is completed, the Job Coordinator archives the CCWP in the Closeout folder in ICMS.

3. Documents/Records Created by this Procedure

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description of Document/Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
Configuration Control Work Permit (CCWP)	Job Coordinator	ICMS, electronic	5 years

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4. Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#) * to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS 1408152](#)).

* <https://www.aps.anl.gov/Document-Central/APS-Policies-and-Procedures-Comment-Form>

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Step 1 - JOB TITLE: _____		TRAVELER <input type="checkbox"/>
JOB COORDINATOR: _____		
Proposed Start Date: _____ Estimated Completion Date: _____ Location of Work: _____		
Machine: <input type="checkbox"/> LINAC <input type="checkbox"/> PAR <input type="checkbox"/> Booster <input type="checkbox"/> Zone F <input type="checkbox"/> Storage Ring <input type="checkbox"/> LEA <input type="checkbox"/> Front Ends <input type="checkbox"/> Experimental Floor		
Scope of Work: (work plan, approved drawings, procedure/checklist references, etc)		
Reference		
REFERENCES: (work request, RSS #, credited control #, procedures/WCD, etc.) _____		
Step 2 - Work Approvals: Supervising Engineers have all necessary information needed to safely begin work and Work Request has been submitted.		
Division Approval To Proceed ICMS #: (when users perform work): _____		
	Approval Signature	Date
Safety Interlocks:	_____	_____
Vacuum:	_____	_____
RF/PS/Diag/CTL:	_____	_____
Health Physics:	_____	_____
CCSM:	_____	_____
Mechanical/Water:	_____	_____
Survey/Alignment:	_____	_____
MED:	_____	_____
Other:	_____	_____
Other:	_____	_____
Step 3 - Authorization to Start: Information (drawings, specs, procedures, approval/validation checklist requirements, review committee recommendations, etc.) is available to safely complete work, requested work is consistent with the approved design, and a pre-work briefing has been held.		
Job Coordinator: _____		Date: _____
System/Stations Disabled: _____ Global: <input type="checkbox"/> On-line <input type="checkbox"/> Off-line Other: _____		
Floor Coordinator/MCR: _____		Date: _____
Step 4 - Validations: Supervising engineers attest their scope of work has been completed, validated, all safety concerns have been resolved, and all records have been updated.		
	Approval Signature	Date
Safety Interlocks:	_____	_____
Vacuum:	_____	_____
RF/PS/Diag/CTL:	_____	_____
Health Physics:	_____	_____
CCSM:	_____	_____
Mechanical/Water:	_____	_____
Survey/Alignment:	_____	_____
MED:	_____	_____
Other:	_____	_____
Other:	_____	_____
Step 5 - Validations complete: All work and validations completed. Device/system ready to return to service.		
Job Coordinator: _____		Date: _____
Floor Coordinator/MCR: _____		Date: _____
Step 6 - Close Out: Authorization to return to service.		
Type C Radiation Survey Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
For Accelerator: Radiation Survey Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No		For BL/FE: EFOG Type C Form Posted <input type="checkbox"/> Date: _____
Comments/Special Instructions:		HP: _____ Date: _____

RETURN THE COMPLETED CCWP TO THE APPROPRIATE PERSON TO BE SCANNED INTO ICMS