

Fermilab
FY2002 Self-assessment
Process Assessment Report
For
Division/Section ___Particle Physics Division___
Date ___September 26, 2002___

Division/Section performing assessment

Particle Physics Division

Name of organization that owns assessed process

Technical Centers Department

Organization Strategy

We are assessing the Alignment and Metrology Group's log books. The log books provide a record of work performed, raw numbers from the measurements performed, results calculated from the raw numbers and various sign-offs that are required by our QA program. The logbooks allow one to understand what was measured and how the final results were calculated. This information is essential to the organization as the interpretation of many of the measurements we make at Fermilab are complex and impact the detectors and accelerators we build in subtle ways. The ability to re-examine measurements and calculations helps to identify or exclude a potential source of problems. The ability to compare the current location of an object to an historical location can also be useful for re-establishing operating conditions, etc. When objects have moved, access to the numbers and calculations that support the measurement often provide significant insight.

Names of Personnel on Assessment team

Ronald Ray, Technical Centers Department Head

Name of process assessed

Alignment and Metrology Group log books.

Brief description of process to be assessed

The Alignment and Metrology Group keeps detailed logs of all field measurements. The device measured, physical setup, and details of the survey are noted. Numbers measured in the field are written down along with intermediate calculations. In this sense they are identical to experimental logbooks taken by a researcher. The books are strong, well-bound Boorum and Pease Hardcover 1602 1/2 300-Q. although on occasion the smaller 8 1/2 X 11 versions are used. Notes can be recorded in pencil or ink.

When a crew takes a set of measurements, the following information is recorded:

1. Crew Chief
2. Names of Crew Members
3. Initials of Crew Members
 - a. All Crew Members have read the relevant request, understand what they are to measure, the technique to be used, and any safety issues for the job.
 - b. If there is any breakdown at that point the job is to aborted as a QA measure
4. Date of Measurement
5. Location
6. Actual Field Notes

The devices used are calibrated on a regular basis and a separate logbook is kept with the device records. For some devices, such as the gyroscope, the calibration is checked in the field before and after each measurement and those results are recorded as well.

1. Are metrics associated with this process? If so, what are they?

To assess the Alignment and Metrology Group's logbooks, 5 random alignment jobs will be selected from their online database. The assessment will check that:

- 1) The database correctly identifies the logbook and logbook pages containing the measurements and calculations for each jobs;
- 2) The relevant logbook can be located within 5 minutes;
- 3) The logbook entries are clear, complete and contain a sign-off by a responsible person on the data and calculations contained within.

A grade will be assigned based on the number of times all of these conditions are met:

- 5 out of 5 - *Outstanding*
- 4 out of 5 - *Excellent*
- 3 out of 5 - *Good*
- 2 out of 5 - *Marginal*
- 1 out of 5 - *Unsatisfactory*

2. What are the names of the procedures associated with this process?

None

3. Are these procedures being followed? Are they current?

N/A

4. Describe the methodology used to assess this process.

Job requests are submitted to the Alignment and Metrology Group (AMG) electronically and are stored in a database. The database records the request, the requestor, a description of the request, the date, and the crew assigned to the job. A request number is also assigned. At the completion of the job, the log book and log book pages containing the measurements and calculations is added to the database. The database can be searched by request number, requestor name or by words contained in the job description.

The methodology used to assess the AMG logbooks consisted of randomly selecting 5 jobs from the database. The first step of the assessment was to verify that the database entry pointed to a specific logbook. The next step was to quickly locate the actual logbook and verify that the location specified in the database contained the information for that job. Finally, the contents of the logbook for each job were examined for completeness, clarity and appropriate sign-off.

5. Results of the assessment:

The AMG group has amassed a huge inventory of numerical data and calculations resulting from their work over the years. Based on this assessment, they do an outstanding job of managing this data. The jobs that were randomly selected from the database span nearly 10 years, from 1993 to March of 2002. Normally, these assessments only cover the previous 3 years, but because this is the first such assessment we chose to look back even farther. In each case the database entry pointed to the correct logbook and logbook pages. In each case, the correct logbook was located in less than 5 minutes. It should be noted that the logbooks are stored in fireproof cabinets that are scattered throughout the AMG office. It would be more efficient to store them all in one place, but space considerations make this difficult. The logbook entries were examined in detail for each of the 5 jobs. For a given job, the logbook entries can span many pages. On every logbook page that was examined the task manager had signed off, indicating that the information and calculations had been checked. In each case the sign-off date was included. In one instance the task manager's initials did not accompany the sign-off, but his initials appeared next to the sign-offs on adjacent pages for the job in question.

It is often the case that particular alignment jobs make use of measurements from previous jobs. One of the jobs examined involved alignment of stochastic cooling tanks in the Antiproton Accumulator ring. Each tank contains 4 tooling balls and the positions of the tooling balls on each tank have been measured in the past. The logbook entries containing the previous measurements of the tooling balls on each tank were properly referenced in the logbook entry.

The only real opportunity for improvement noted is that some of the logbooks are not indexed in the front of each book. An effort is currently underway to correct this minor deficiency that in no way compromises one's ability to locate information for a given job quickly.

The database printout and the associated logbook pages from the most recent of the examined jobs are appended. The appended information corresponds to a job from 2002 to perform as-found measurements on a calorimeter for the completed KTeV experiment.

Based on the metric described above, the AMG logbooks satisfied the criteria for all 5 of the examined jobs. This leads to an assessment of Outstanding.

Identified opportunities for improvement

The only noted opportunity for improvement was minor and was already in the process of being addressed at the time of this assessment.

Schedule for implementation of improvements

Status of improvements from previous assessment

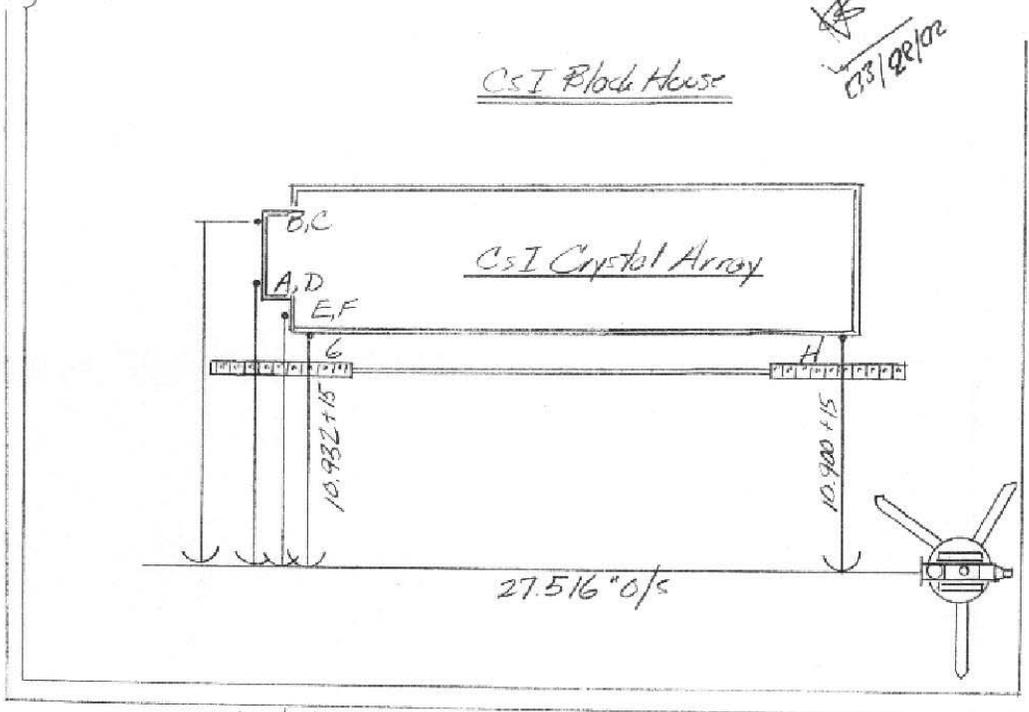
Attachments (supporting data, worksheets, reports, etc.)

BK 123-11
 Ref # 4070
 TIS # 3832

CsI Calorimeter
As Found "Y"

MO/KW/JAR
 3/27/02

~~AS~~
 3/28/02



* Note: See BK 123-7; Pg. 144 for T.B. corr. #'s

* Note: Bucked-in on G & H design Δ and read A-F.

STA	Reading(-)				o/s	Reading(+)				o/s	Design	Δ
	STK	SCL	MIC	CORR		STK	SCL	MIC	CORR			
G	15.0	10.9	.032	1.584	-27.516						0.000	
H	15.0	10.9	.000	1.616	-27.516						-0.000	
A						15.0	14.3	.001	(1.784)	.001		
B						27.0	16.0	.014	(15.479)	.019		
C						"	15.9	.059	(15.345)	.098		
D						15.0	14.2	.082	(1.685)	.053		
E						"	12.9	.009	(.355)	.038		
F						"	12.8	.061	(.340)	.005		
G						15.0	10.9	.033	1.584	.001	.000	E.C.=001

MO/RLW/AR
3/27/02

C&I Colorimeter
As Found "x"

B
03/28/02 BK 123-11
Ref # 4070
Proj # 3832

STA	Reading (-)				o/s	Reading (+)				o/s	Design	Δ
	STV	SCL	MIC	CORR		STV	SCL	MIC	CORR			
A	3.0	6.3	079	45.568	-54.967						.000	
B	"	6.3	075	45.595	-54.970							
C	"	6.3	080	45.654	-54.934							
D	"	6.3	090	45.547	-54.937							
E	"	12.3	000	37.637	-54.937							
F	"	12.3	055	37.610	-54.965							
G?	"	13.9	090	37.966	-54.956							
Ret Scale (Zero Pt.)					-54.952	19.2	075			-35.677		
A	-	18.4	080		-34.157							
Ret Scale	-	2.0	065		-37.742	3.0	5.6	007	45.568	.018	.015	.003
G						(250)		034		-37.958	-37.966	.008
L. Scribes								(055)		-37.797		
1								(055)		-37.797		
2								(056)		-37.798		
3								(056)		-37.798		
4								(060)		-37.802		
5								(060)		-37.802		
6								(065)		-37.807		
7								(066)		-37.808		
8								(065)		-37.807		
9								(066)		-37.808		
10								(068)		-37.810		
11								(070)		-37.812		
12								(071)		-37.813		
13								(070)		-37.812		
14								(075)		-37.817		
15								(074)		-37.816		
16								(076)		-37.818		
17								(075)		-37.817		
18								(080)		-37.822		
19								(080)		-37.822		
20								(080)		-37.822		
21								(081)		-37.823		
22								(081)		-37.823		
23								(081)		-37.823		
24												
25												
26												

Avg
-54.952

} Covered

BH 123-11
 Rep # 4070
 Trk # 2832

C&I Colorimeter
As Found "X"

03/28/02 MO/RLW/AR
 3/27/02

STA	Reading (-)				O/S	Reading (+)				O/K	DESIGN	Δ
	STV	SCL	MIC	CORR		STV	SCL	MIC	CORR			
Ret. Scale	-	2.0	085		-37.742							Tg. 137
B.L. Scribe												
27							(085)			-37.827		
28							(085)			-37.827		
29							(086)			-37.832		
30							(090)			-37.832		
31							(090)			-37.832		
32							(091)			-37.833		
33							(092)			-37.834		
34							(092)			-37.834		
35							(094)			-37.836		
36							(094)			-37.836		
37							(095)			-37.837		
38							(098)			-37.840		
Ret. Scale	-	2.0	080		-37.757	-	2.0	069		-35.673	-35.677	EC: 004
Checks 1							(040)			-37.797		.000
10							(054)			-37.811		.003
20							(064)			-37.821		.001
30							(075)			-37.832		.000
38							(077)			-37.834		.006
6						(250)	050			-37.957	-37.958	EC: 001
Ret. Scale	(64.0)	(3.1)	(091)		31.514						-35.677	Tg. 137
H	(37.67)	6.2	027		31.477	3.0	6.1	090	(40.673)	.031		
Ret. Scale	(64.0)	(3.1)	(080)		37.653	(64.0)	(3.1)	(050)		35.673	-35.677	EC: 004
B.R. Scribe												
1							072			37.725		
2							055			37.708		
3							064			37.717		
4							045			37.695		
5							060			37.713		
6							065			37.718		
7							057			37.710		
8							055			37.708		

MO/RLW/AR
3/27/02

CsI Calorimeter
As Found "X"

03/28/02 BK 123-11
Reg # 44070
Proj # 3832

STA	Readings (-)				o/s	Readings (+)				o/s	DESIGN	Δ
	STK	SCL	NIK	CORR		STK	SCL	NIK	CORR			
B.R. Scriber					37.653							
9											out of Nik Range	
10												
11								099		37.752		
12								071		37.724		
13								062		37.715		
14								084		37.737		
15								099		37.752		
16								087		37.740		
17								075		37.748		
18								095		37.748		
19								092		37.745		
20								088		37.741		
21								075		37.728		
22								065		37.718		
23								064		37.717		
24								035		37.688		
25								056		37.709		
26								030		37.683		
27								035		37.688		
28								055		37.708		
29								060		37.713		
30								027		37.680		
31								(010)		37.643		
32								025		37.678		
33								015		37.668		
34								020		37.673		
35								027		37.680		
36								032		37.685		
37								032		37.685		
38								020		37.673		
Ref Scale								(040)(9.3)(030)		-35.677	-35.677	E.C. = 0.00
B.R. Scriber					37.713							
9								042		37.745		
10								065		37.788		
Checks								(010)		37.703		.005
20								023		37.736		.005
30								(040)		37.673		.007
38								(046)		37.667		.007
Ref Scale								(040)(9.3)(091)		-35.678	-35.677	E.C. = 0.001

BK 123-11
 Reg # 4070
 Plo # 2832

C&I Calorimeter
 As Found "Z"

03/28/02
 MO/RLW/AR
 5/27/02

STA	BS (+)				HI	FS (-)				ELEV	DESIGN	REMARKS
	STK	SCL	MIC	CORR		STK	SCL	MIC	CORR			
G	250	2.3	.063	2.463	0.150						.000	PER
Both Scribe												
1										379	-	229
2										379	-	229
3										380	-	230
4										384	-	234
5										385	-	235
6										383	-	233
7										383	-	233
8										382	-	232
9										385	-	235
10										387	-	237
11										385	-	235
12										384	-	234
13										385	-	234
14										384	-	234
15										385	-	235
16										386	-	236
17										388	-	238
18										390	-	240
19										387	-	237
20										390	-	240
21										388	-	238
22										391	-	241
23										390	-	240
24										390	-	240
25										390	-	240
26										393	-	243
27										385	-	235
28										393	-	243
29										395	-	245
30										395	-	245
31										394	-	244
32										397	-	247
33										397	-	247
34										395	-	245
35										399	-	249
36										398	-	248
37										396	-	246
38										400	-	250

(cont.)

MO/RW/AP
3/27/02

C&I Calorimeter

#5
03/28/02

As Found "Z"
*Note: on top of block A is 1" in and B is 5" Reg #4070
in except @ 1 + 3E, which are 2" in. Proj #3832

STA	BS(+)				HI	FS(-)				ELEV	DESIGN	REMARKS	
	STV	SCL	MIC	CORR		STV	SCL	MIC	CORR				
I			395		0.166							- .229	
G						250	2.3	079	(2.463)	.000	.000	EC=.000	
check 10								400				-.234	.003
G	250	1.9	473	(2.463)	.160							.000	
H	250	2.4	080	(2.569)	.140	250	2.5	000	(2.569)	-.021	.000		
G	250	1.9	453	(2.463)		250	1.9	453	(2.463)	.000	.000	E.C.=.000	
A	250	18.2	065	(2.463)	40.802	250	13.5	072	2.236	-.066	.000		
B						"	13.0	095	2.720	-.013	"		
F						18.0	10.0	060	2.744	-.002	"		
B	18.0	20.0	.111	2.744	40.853	250	13.1	044	2.720	-.011	"		
A						"	13.6	012	2.236	-.001	"		
G						"	18.3	017	(2.463)	-.001	"	EC=.001	
38 A	61.0	17.9	.045	(2.463)	76.532							.000	
B							1.5	.020			75.012		
37 A								.020			75.012		
B								.018			75.014		
36 A								.020			75.012		
B								.021			75.011		
35 A								.023			75.009		
B								.020			75.002		
34 A								.022			75.000		
B								.025			75.007		
33 A								.027			75.005		
B								.026			75.006		
32 A								.020			75.002		
B								.030			75.002		
31 A								.034			74.998		
B								.034			74.998		
30 A								.037			74.995		
B								.035			74.997		
29 A								.036			74.996		
B								.025			75.007		
								.032			75.000		

BV 123-11
 Reg # 4070
 PLS # 2832

CsI Colbrimeter
 As Found "Z"

MO/PLW/AR
 3/27/02

STA	BS(+)				HZ	FS(-)				ELEV	DESIGN	REMARKS
	STK	SCL	MIC	CORR		STK	SCL	MIC	CORR			
					76.532							
28A						1.5	033			74.999		73.141
B							035			74.997		
27A							034			74.998		
B							039			74.993		
26A							034			74.998		
B							036			74.996		
25A							035			74.997		
B							036			74.996		
24A							030			75.002		
B							035			74.997		
23A							022			75.010		
B							027			75.005		
22A							021			75.011		
B							030			75.002		
21A							017			75.015		
B							027			75.005		
20A							021			75.011		
B							025			75.007		
19A							025			75.007		
B							032			75.000		
18A							024			75.008		
B							026			75.006		
17A							015			75.017		
B							022			75.010		
16A							025			75.007		
B							030			75.002		
15A							018			75.014		
B							027			75.005		
14A							020			75.012		
B							026			75.006		
13A							025			75.007		
B							027			75.005		
12A							024			75.008		
B							017			75.005		
11A							022			75.010		
B							017			75.005		
10A							022			75.010		
B							026			75.006		
9A							019			75.012		
B							020			75.012		

