

Subject: Temporary Procedures			
Number: DL-QAP-0416	Revision: A	Effective: 4/21/2008	Page 1 of 3
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*Approval signatures on file with master copy.

[Revision Log](#)

1.0 PURPOSE

To establish responsibilities and procedures for the preparation of written temporary procedures.

2.0 SCOPE

This procedure is applicable to NSLS or NSLS II staff that develop temporary procedures for technical or operating processes within the NSLS or NSLS II.

3.0 POLICY

3.1 Technical and operating procedures are tools which instruct how to perform a task and manage risks and hazards associated with conducting research, operational, and maintenance activities. Procedures are also used to ensure that appropriate quality assurance and other requirements are integrated with the work. NSLS or NSLS II staff should develop temporary procedures as described in this document whenever one of the following criteria applies:

- temporary changes are needed to existing formal procedures for technical or operating processes; or
- technical or operating processes are required to be documented (e.g. by DOE or BNL policy) and are short-term; or
- procedures are needed to ensure quality, reproducibility, or consistency of the process or design because of safety or programmatic needs for a limited period of time.

4.0 REFERENCES

4.1 [Document Preparation and Control](#), DL-QAP-0414

5.0 DEFINITIONS

- 5.1 **Procedure** - A document used to describe a particular series of steps to accomplish a test operation, process, activity, or a specified manufacturing operation or inspection.
- 5.2 **Temporary procedure** - A procedure that is used temporarily and is restricted to a maximum use of 6 months. Temporary procedures may be revised as needed, but still may not exceed the 6-month duration from the original effective date. This type of procedure should also be marked as "Temporary Procedure".

Procedures that are to be used for a longer duration shall be prepared in accordance with

Subject:	Temporary Procedures					
Number:	DL-QAP-0416	Revision:	A	Effective:	4/21/2008	Page 2 of 3

Light Sources Directorate procedure, [Document Preparation and Control](#) (DL-QAP-0414).

6.0 PROCEDURE

Applicability: This information applies to the Responsible Individual or Designee responsible for developing and/or approving temporary procedures.

- 6.1 Develop a procedure that includes all of the necessary steps needed to accomplish the process or activity. The contents of the temporary procedure must include the following:
 - Purpose;
 - Responsibilities;
 - Precautions (if applicable);
 - Procedure;

- 6.2 The procedure must also include the following items:
 - Subject (i.e., **Temporary Procedure - "Subject Name"**);
 - Effective Date;
 - Expiration Date (no longer than 6-months);
 - Page number (i.e. *page x of y*);
 - Prepared by (Print);
 - Authorized individual(s) (Print);
 - Authorized individual(s) (Signature)

Note: No specific format is required for temporary procedures except that the procedure must contain the criteria of sections 6.1 & 6.2.

- 6.3 Place a copy of the procedure in a location where it is accessible to the workers requiring to use it. A controlled copy may be obtained from the [NSLS Quality Control Coordinator \(QCC\)](#) or the NSLS II Documents and Records Administrator (DRA).

- 6.4 Submit the original signed copy of the temporary procedure to the NSLS QCC or the NSLS II DRA for entry into the NSLS QA database or the NSLS II Document Management System and filing.

- 6.5 Keep track of the procedure and remove it from circulation once its purpose is no longer required or upon its expiration date, whichever comes first.
Periodic audits will be completed by the NSLS or NSLS II [Quality Representatives \(QR\)](#) to verify conformance to this procedure.

