

Operations Team Daily Log Book

Day:

Date:

Opsteam leader:

Transport & Staff on site today

- | | | | | |
|-----------------------------------|--------------------------------|----------------------------------|-----------------------------------|--------------------------|
| <input type="checkbox"/> Servando | <input type="checkbox"/> Renee | <input type="checkbox"/> Roberto | <input type="checkbox"/> David G. | <input type="checkbox"/> |
| <input type="checkbox"/> Amado | <input type="checkbox"/> Neil | <input type="checkbox"/> Andy | <input type="checkbox"/> Raúl | <input type="checkbox"/> |
| <input type="checkbox"/> Climent | <input type="checkbox"/> Diego | <input type="checkbox"/> Carlos | <input type="checkbox"/> David H. | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jürg | <input type="checkbox"/> Daniel | <input type="checkbox"/> |

Opsteam leader pre-meeting checks (Tick check box where appropriate)

- Fault Data base
- Engineering detailed schedule; planned activities
- Visits
- Permit to work

09:00 Meeting

Contractors on site & ING supervisors

The ING supervisor must ensure the contractor signs the induction check-list before work begins. The ING supervisor must be available throughout the contractor operation for critical or high-risk operations by the contractors with duration <= 1 day. For operations that take longer we rely on the contractor designating one person responsible to check critical operations.

Company	Working on	ING supervisor (CSO)

Activities T/S access incl. GRACE & GHRIL, Aluminising area

Log areas of activities and check for possible conflicts & provide adequate supervision

Name	Working on

Instrument Changes

They may leave the meeting and start

Change Leader	Team members
<input type="checkbox"/> Change documentation issued	

Faults

Assign new faults & check for faults still under investigation

Fault No	Assigned	Fault Type	Fault No	Assigned	Fault Type
23			23		
23			23		
23			23		
23			23		

Filling LN2 & Telescope Checks

Assign person responsible. Checks are required after a system has been changed.

Telescope	LN2	Checks required?
WHT:	Auto-fill	<input type="checkbox"/>
INT:	Climent	<input type="checkbox"/>

Safety issues & requirements; Free format log

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15:55 / 15:25 (on Fridays) Meeting

Contractors on site & ING supervisors

Company	Signed check-list filed?	Contractors left / when?

GRACE/GHRIL/Aluminising area etc.

Area	Work status?

Instrument Changes

<input type="checkbox"/> Checks complete	<input type="checkbox"/> Change documentation complete
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Faults

Have all faults been replied & have workarounds been communicated to users

<input type="checkbox"/> Replied	Note comments wrt specific faults below if required
22	
22	

Filling LN2 & Telescope Checks

LN2 filled and checks complete?

Telescope	LN2	Checks (if this was required)
WHT:	Auto-fill	<input type="checkbox"/>
INT:	Climent	<input type="checkbox"/>

Free format log

<input type="checkbox"/> Dangerous occurrences or Near misses?
<input type="checkbox"/> False alarms? These must be recorded in SHE Enterprise.

Before leaving (Tick check box where appropriate)

- Permit to work complete?
- Have new transport requests considered?
- Transport schedule complete?
- Have all lock-offs been removed and keys put back?
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