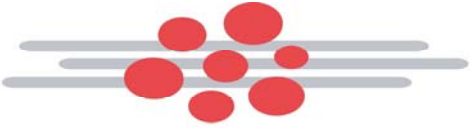


The Only official copy is the on-line at the CFN Operations website.

Before using a printed copy, verify that it is current by checking the document issue date on the website

 Center for Functional Nanomaterials Brookhaven National Laboratory	NUMBER CFN-OPS-SOP-2	REVISION 0
	DATE 4/15/08	PAGE 1 OF 7
SUBJECT: Format of CFN Operator Aids	PREPARED BY: S. Hoey	
	APPROVED BY: E. Mendez	

1.0 Purpose

This procedure describes the development, format, approval and posting of CFN Department operator aids. Aids are approved, posted information used to assist personnel in performing a task (e.g., copies of procedures (portions or pages thereof), system drawings, information tags, graphs, prints etc).

2.0 Responsibilities

Authors of CFN operator aids shall follow this procedure for formatting and obtaining approval.

3.0 Prerequisites

None

4.0 Precautions

None

5.0 Procedures

Note:

When writing the Aid, avoid using the word “should”. In order to be certain that there is no misunderstanding within CFN, “should” and “shall” are intended to be equivalent words when used in a CFN operator.

5.1 Operator Aid Development – See attachment 1 template and attachment 2 operator aid example.

5.1.1 First Page

- Indicate a title and a CFN number (Obtain unique number from the ESH Coordinator)
- Indicate the number of pages (if more than one)
- Indicate Prepared By and Date
- Approval By and Date

5.1.2 Footers

- If the operator aid is longer than one page a footer shall be on each page with the following information;
- Bottom left of every page shall indicate CFN aid number.
- To the right of the CFN aid number; indicate revision number, using “0” for a new procedure.
- Under the revision number, indicate the (final) date written.
the page number on all pages.

5.1.3 Use bullets (•) for lists.

5.1.4 Indent sub-sections

5.2 Approval

5.2.1 All Operator Aids must be approved prior to posting by the CFN ESH Coordinator or the CFN Building Manager.

5.2.2 Approver shall verify that information in the aid is correct.

5.2.3 Approver will assign a unique number and log the Aid in the CFN Operator Aid log.

5.3 Placement

5.3.1 Place (post) approved operator aid in proximity to the area of expected use.

5.3.2 Operator Aid should be firmly attached at the specified location.

5.3.3 The posted operator aid should be protected from the environment.

5.4 Use of Operator Aids

5.4.1 Operator aids should be viewed as a convenience to the individual using them not a requirement.

5.4.2 When an operator aid is used the user shall verify that it is approved and current.

5.5 Review of Operator Aids

5.5.1 Operator aids shall be reviewed periodically to ensure that they are still correct for the task.

6.0 Documentation

6.1 All approved operator aids should be documented.

6.1.1 Each approved operator aid shall be logged into the operator aid log by the approving authority.

6.1.2 A reference copy of each operator aid shall be kept with the log.

6.1.3 A unique number shall be assigned to each operator aid. The CFN ESH Coordinator shall assign this number.

7.0 References

SBMS Subject Area "Internal Controlled Documents

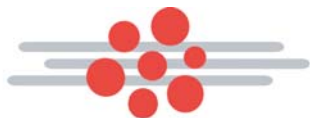
8.0 Attachments

Attachment 1. CFN Aid Template

Attachment 2. Operator Aid Example

Attachment 3. Operator Aid Log

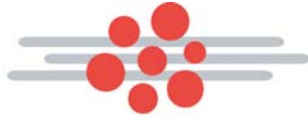
Attachment 1 Template; this is part of CFN-OPS-SOP-2



Center for Functional Nanomaterials
Brookhaven National Laboratory

PREPARED BY: _____	DATE: _____
APPROVED BY: _____	DATE: _____

TITLE



PREPARED BY: PIPER DATE: _____
APPROVED BY: HOEY DATE: _____
NUMBER: CFN OA-1

CLEAN ROOM EMERGENCY EXHAUST VENTILATION

IN THE EVENT OF A CHEMICAL SPILL

- PUSH VENTILATION START BUTTON
- EVACUATE CLEAN ROOM
- CALL 2222 FROM NEAREST PHONE

Attachment 3 CFN Operator Aid Log, this is part of CFN-OPS-SOP-2

CFN Operator Aid Log

Operator Aid Control Number	Title of Operator Aid	Reference Documents	Posted Location	Approval Signature/Date	Removal Signature/Date
CFN-OA-1	Cleanroom Emergency Exhaust Ventilation	NA	Cleanroom (3 locations)	Hoey 4/10/08	

