

SUBJECT:	Fermilab Corrective & Preventive Action Plan – Form 1 - Simple	NUMBER:	1004.1003 FORM 1
RESPONSIBILITY:	Quality Assurance Manager	REVISION:	000 C3
APPROVED BY:	Head, Office of Quality and Best Practices	EFFECTIVE:	04/3/09

CAP INITIATION

This section to be completed by the person requesting simple corrective / preventive action

Requestor Name: Bakul Banerjee **Organization:** CD-Office of Project Management **Phone:** 5251

Problem/Opportunity To Be Addressed: The measurement and test equipment (M&TE) calibration policy is not documented and communicated.

Unique Tracking Number: DD-MM/DD/YYYY-x: CD-04-14-2009-3

(DD=Div or Sec, MM/DD/YYYY= Date Opened, x=1, 2, ...n)

Responsible Person: Simon Kwan **Organization:** CD-ESE **Phone:** 3921

****Responsible Person Acceptance:** [Simon Kwan Signature on file] **Date:** 5/22/09

***Comments:** The laboratory has no formal calibration requirements for measuring and test equipment (M&TE). CD provides equipment repair and calibration services for electronic equipment used internally within CD, and for other externally-used equipment as requested by other divisions or external organizations. In providing these services, CD ESE department staff members use various pieces of M&TE equipment. The process owner of the Electronic Engineering process indicated that electronic equipment end users have the ultimate responsibility of deciding whether a piece of equipment used for actual scientific and engineering data gathering needs to be re-calibrated or not. There is no evidence that this verbal policy was written down and communicated to the users. Although it is acceptable to use M&TE with expired calibration tags for “reference only” measurements, it is not clear if such equipment is being used for actual data collection.

CAP DEVELOPMENT

This section to be completed by the Responsible Person

Describe the Actual Problem/Opportunity, and What Caused it (Simple Root Cause):

The Calibration process was user dependent and very low frequency so it was not documented.

Remedial/Compensatory, Corrective, and/or Preventive, actions being taken and

(where applicable) Initial Lessons Learned: The calibration program for M&TE shall be reviewed and updated as necessary to ensure that properly calibrated equipment is being used as required. Policies regarding the use of calibrated M&TE shall be documented and made clear to all customers of the CD ESE department.

Planned start date (format MM/DD/YYYY): 05/01/2009

Key milestones and Dates: Expect full draft in one month, completion two weeks later.

Estimated date for completion: 06/15/2009

Who will complete the work: Vince Pavlicek **Phone:** x3257

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Who will perform verification and/or validation: Kurt Mohr/Simon Kwan	Phone: x2329
**Responsible Person: [Simon Kwan signature on file]_____	Date: 5/22/09
*Comments:	

CAP APPROVAL, & CONCURRENCE

This section to be completed and signed by persons identified below	
** Approval Head D/S/C: [Vicky White’s signature on file]	Date: 7/16/09
*Comments:	
***OQBP Concurrence: [J. R. Grant’s Signature is on file]	Date: 8/21/09
*Comments:	

CAP CLOSURE

This section to be completed and signed by persons identified below	
Description of actions taken to implement:	
**Implemented By: _____	Date:
*Comments:	
**Verified By: _____	Date:
*Comments:	
** Acceptance Requestor: _____	Date:
*Comments:	
**Acceptance Head D/S/C: _____	Date:
*Comments:	

See Fermilab Corrective Action Plan Guide to Form 1 for directions and a completed example