

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: According to a documented and approved CD ES&H procedure, contractor/staff badges must be rejected by the computer room entry badge sensor automatically when TRAIN records indicate that the Computer Room Entry training has expired. However, this procedure is not implemented rigorously.	
Unique Tracking Number: DD-MM/DD/YYYY-x: CD-04-28-2009-4	
(DD=Div or Sec, MM/DD/YYYY= Date Opened, x=1, 2, ...n)	
Responsible Person: Gerry Bellendir	Organization: CD-CDO Phone: 3930
**Responsible Person Acceptance: _____	Date: _____
*Comments:	

CAP DEVELOPMENT

This section to be completed by the Responsible Person	
Describe the Actual Problem/Opportunity, and What Caused it (Simple Root Cause): <i>No automated means of interrogating TRAIN database to determine currency of training. This will require programming effort by database programming personnel. Manual interrogation of the TRAIN database is far too cumbersome and therefore not possible.</i>	
Remedial/Compensatory, Corrective, and/or Preventive, actions being taken and (where applicable) Initial Lessons Learned: During my preparation of a statement of work for this project, I consulted with Amy Pavnica, our Senior Safety Officer, regarding requirements regarding the training requalification period of 2 years. After assessing the recent requirements and possible impact, it was decided that the requalification period for the computer room training every 3 yrs is adequate. The new requirement will be the training be taken at the time of application for ID card entry authorization. Since the Fermi ID card expiration term is 3 yrs, this ensures that all who enter our computer rooms are trained. This procedure was approved by Vicky White, CIO. The TRAIN database has been updated as of 7/24/09 and the procedure is effective immediately.	
Planned start date (format MM/DD/YYYY): 7/24/2009	
Key milestones and Dates:	
Estimated date for completion: Completed 7/24/2009	
Who will complete the work,	<i>Gerald Bellendir [signature on file]</i> Phone: x3930
Who will perform verification and/or validation,	<i>Kurt Mohr [signature on file]</i> Phone: x6001

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****Responsible Person:** ___Gerald Bellendir_____ **Date:** 6/24/09

***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:** 8/19/2009

***Comments:**

*****OQBP Concurrence:** [J. R. Grant’s signature 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:** _____

****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