PAMM Planning

Work Planning and Controls

High-level concepts:

- All PAMM work should be discussed in multiple forums. This includes dedicated experimental meetings (e.g. E305 meeting), internal FACET meetings (laser meeting, operations meeting), and review meetings (PAMM planning, safety review).
- There are four key roles in executing PAMM work:
  - Requestor - person who asks for a job to be done.
  - Lead worker - often the same person as the requestor. Person responsible for making a procedure for the work and organizing workers. Lead worker must ensure that all worker training is up-to-date.
  - Workers - people carrying out the task under the direction of the lead worker.
  - PAMM coordinator - person responsible for leading the safety review, scheduling the work, and ensuring the the pre-job briefing is held.

More information can be found in Christine's swim lanes charts and the JSA.

Pre-PAMM Steps for PAMM coordinator

1. Announce PAMM on FACET #pamm channel and solicit jobs. This should happen as soon as next access data is known.
2. PAMM job requests can be entered using this Airtable form
   a. Contact users for procedures where necessary.
3. Discuss jobs in the Monday TF meeting and FACET Core team meetings, and in the Wednesday FACET Laser meeting.
4. Review jobs for safety in the Friday "User Area Reviews" TF meeting. Determine which, if any, require RSWCF.
5. New in 2023: Fill out the Pre-Job Briefing Smartsheet and get approval from ALD.
   a. There is also a CoHE version when needed.
6. Add hardware jobs to CATER and assign them to the PAMM.
7. Create the PAMM schedule.
8. Attend AOSD PAMM planning meeting and make sure shops outside of ARDTF are aware of any requests.
9. The week before PAMM, email list of jobs to Area Manager Emad Hamrah ehamrah@slac.stanford.edu for release.
10. The week before PAMM, arrange for ZVV/LOTO with PEM if necessary: Antonio de Lira delira@slac.stanford.edu
   a. This step may change in 2023.
11. A few days before PAMM, send RP list of jobs to Melanie Najera melanien@slac.stanford.edu
12. A few days before PAMM, send PAMM schedule to all workers, Area Managers, and Core team members.

Start of PAMM and During PAMM

1. Assign someone to bring donuts or baked goods for start of PAMM.
2. Make sure that Pre-Job Briefings (PB&Js) are held for all jobs.
   a. PB&Js are held by the Lead Worker. The PAMM coordinator must ensure that the PB&J occurs, but can delegate this responsibility where appropriate.
3. Ensure RP has opened S20 door; contact ACR if not.
4. If there is a problem with a job, a change of scope, or an impact on schedule, Lead Workers must inform PAMM coordinator.
   a. PAMM coordinator will decide whether or not work can continue and if new procedures, PB&Js, and new approvals via Smartsheet are needed. See Swim Lanes Page 5 for workflows when a job has changed.

Post-PAMM Steps

1. In CATER, mark jobs as dropped, rolled, or complete. Close CATERs where appropriate.
2. Move rolled jobs to next access slot in Tunnel Work spreadsheet.
3. Final tunnel walkthrough
   a. Look for left behind tools
   b. Remove router
   c. Remove trash bags
   d. Move tool boxes, monitor, etc to alcove
   e. Shoo people out
   f. Call ACR and report tunnel as ready to search
   g. Ensure that valve 3172 has been opened