

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 pre-job briefing is held.

More information can be found in Christine's [swim lanes](#) charts and the [J SA](#).

Pre-PAMM Steps for PAMM coordinator

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

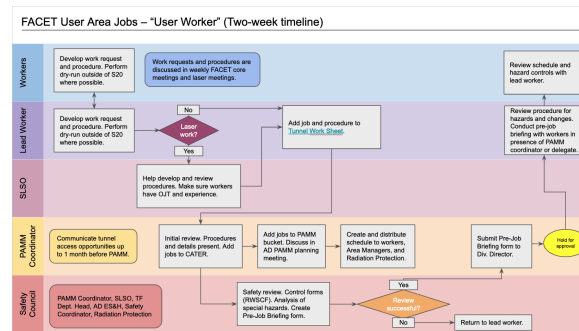
Start of PAMM and During PAMM

- Assign someone to bring donuts or baked goods for start of PAMM.
- Make sure that Pre-Job Briefings (PB&Js) are held for all jobs.
 - 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.
- Ensure RP has opened S20 door; contact ACR if not
- If there is a problem with a job, a change of scope, or an impact on schedule, Lead Workers must inform PAMM coordinator.
 - 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

- In CATER, mark jobs as dropped, rolled, or complete. Close CATERs where appropriate.
- Move rolled jobs to next access slot in Tunnel Work spreadsheet.

Swim Lanes Diagram



Airtable job request form

Add PAMM Task

Form for adding a PAMM task. Fields include:

- Name *
- Job Requested By *
- Experiment *
- Who is leading *
- People Needed *

Airtable job list

PAMM Job List / FACET-II PAMM Timetable				
Name	Start Date	End Date	Start Date	End Date
RP Survey	7/18/2023	8:00am	7/18/2023	9:00am
XPS Motor checkout	7/18/2023	9:00am	7/18/2023	12:00pm
Camera checkout	7/18/2023	9:00am	7/18/2023	12:00pm
Correct collimation in the tunnel	7/18/2023	12:00pm	7/18/2023	6:00pm
Check and adjust alignment in the compressor chamber	7/19/2023	9:00am	7/19/2023	5:00pm
E320 Laser checkout (contingent on available personnel)	7/19/2023	6:00pm	7/20/2023	12:00am
Align CompNearFar	7/20/2023	9:00am	7/20/2023	12:00pm
OPs Search	7/20/2023	12:00pm	7/20/2023	1:00pm
Align PB NearFar and rail camera (contingent on available personnel)	8/2/2023	5:00pm	8/2/2023	9:00pm

CATER

Display Order: 4.5, Area: LINAC MIDDLE (S19-20), Area Manager for CATER: Owens, Aiden R.											
Cater ID	Job #	Job Type	Short Descr	Priority	Shop Main	Task Person	PPS Zone	Total Time	Release Conditions Defined	RSWCF	Cater Subtype
154622	1	Hardware	SB-14 RF amplitude has dropped low OJT	PAMM	PEM	Matus, Octavian I.	-	1.0	Yes	No	HW Problem
154627	1	Software	FACET PAMM: Add siso-E320-INT10203 to alarms and network display	PAMM	SWR	McClure, Ryan	-	1.0	-	-	SW Problem/Bug
154638	1	Hardware	L115 Fly Mag Bulk PPS: Power supply is on but display shows "System" fault	PAMM	PEM	Craft, Jim	-	1.0	Yes	No	HW Problem
154639	1	Hardware	L115 Fly Mag Bulk PPS: Power supply is on but display shows "OP" and "Master" fail	PAMM	PEM	Craft, Jim	-	1.0	Yes	No	HW Problem
152305	3	Hardware	Test CCLB-II wire scanners on topaz line	PAMM	OTHER	Nelson, James L.	L132/L113	1.0	No	No	Administrative Activity
154351	3	Hardware	Hardware checkout after wire card replacement for W515344. Do a wire scan from E30	PAMM	CTL	Bakken, Norman	L115/L120	2.0	Yes	No	HW Problem
145559	10	Hardware	Checkout W52P4 in sector 16	Downtime	SWR	Bakken, Norman	L116/L117	2.0	No	No	HW Problem/Activity
154650	1	Hardware	IP area leak check	PAMM	ARDTF	Cruz Jr., Juan M.	L115/L120	2.0	-	No	HW Problem/Activity
152816	1	Hardware	Replace fanline hoses for IP area before	Downtime	ARDTF	Cruz Jr., Juan M.	L115/L120	3.0	-	No	HW Problem/Activity
154351	5	Hardware	L1 10. Turn off all station filament heaters in preparation for MPD to vent line	PAMM	PEM	Taylor, Chris	-	4.0	Yes	No	HW Problem
153355	1	Hardware	FACET install L20 PPS7171 and PPS7185 in tunnel	PAMM	CTL	Gannon, Spencer J.	L115/L120	4.0	-	No	Project Enhancement / Request

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