Jefferson Lab
Quality Assurance Program Manual

Revision 4

September 2000

TABLE OF CONTENTS

	PAGE NUMBER
Table of Contents	1
Approval Page	2
MANAGEMENT	
1. Program	6
2. Personnel Qualification and Training	9
3. Quality Improvement	10
4. Documents and Records	12
PERFORMANCE	
5. Work Processes	14
6. Design	15
7. Procurement	15
8. Inspection & Acceptance Testing	16
ASSESSMENT	
9. Management Assessment	16
10. Independent Assessment	17

APPENDICES (Published separately)

A-1 JLab Organization Charts
A-2 Major Documents Issued by Divisions
A-3 List of Active SQAPs

Revision and Approval

The JLab Quality Assurance Program Manual (QAPM), Revision 4 (September, 2000), is effective upon approval and issuance. It supersedes and replaces the CEBAF Quality Assurance Program Manual, Revision 3, dated September, 1992.

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Approved by the JLab Director's Council September 29, 2000.

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JEFFERSON LAB

The Thomas Jefferson National Accelerator Facility (JLab) is an international nuclear physics laboratory, managed and operated by the Southeastern Universities Research Association, Inc. (SURA), under the primary sponsorship of the U.S. Department of Energy (DOE). JLab, which began basic research experiments in 1994, is a "user" facility, which means experiments conducted at JLab are largely designed, conducted, and analyzed by visiting researchers. JLab staff members operate the accelerator, support the experimental program, and participate as collaborators in the research. The research seeks deeper understanding of the atomic nucleus and its constituent components and forces.

In addition to the 6 GeV continuous electron beam accelerator that supports the nuclear physics program, JLab built and operates a high power free electron laser (FEL). This infrared (IR) FEL has applications in defense and industry as well as in basic materials science.

QUALITY ASSURANCE PROGRAM

INTRODUCTION

SURA's performance-based contract with DOE to manage and operate JLab requires that SURA "take every reasonable action towards ensuring that the quality of its work meets the highest standards." Appendix E of the contract reads in part:

> "SURA shall continue to use its established quality assurance (QA) program which promotes economy, efficiency, and effectiveness throughout all operations by undertaking a vigorous program of self-assessment, quality assurance, and continuous improvement. SURA's QA program is and will continue to be designed to minimize risks and environmental impacts and to maximize safety, reliability, and performance through the application of effective management systems commensurate with the risks posed by the laboratory and its work. SURA's QA program and associated procedures shall include the appropriate levels of direction and control (including functional responsibility) for design, procurement, work processes, personnel qualification and training, inspections and tests, documentation, records, and assessments. Specific provisions shall be included for the detection, control, and reporting of substandard items or practices, including suspect or counterfeit items, and the prevention of their use in safety applications and other critical areas at Jefferson Lab. SURA shall demonstrate to the DOE Site Office that changes to the QA program maintain the elements described in this paragraph."

The contract supports a culture that maintains high scientific productivity while pursuing safe and environmentally sound operations. EH&S performance is successfully integrated into the line organizations as reflected in JLab's Integrated Safety Management System plan. Continuous improvement based on self-assessment as well as external reviews is also central to the Lab's culture.

This Quality Assurance Program Manual (QAPM) establishes a bridge between the requirements of the SURA/DOE contract and the management and operation of JLab. The QAPM acts as

- An overarching, corporate-level document that defines JLab's primary management functions, responsibilities and authorities; and
- A hierarchical framework for the development and maintenance of lower-tier documents to provide guidance for line, support, and oversight accomplishment and implementation.

To meet the requirements of the SURA/DOE contract the QA program at JLab incorporates the following principles:

Policy is created by the Director, in consultation with the Director's Council. The policy is then appropriately disseminated.

Responsibility for all activities, whether primarily assigned or delegated, includes commensurate **authority** to accomplish the activity and associated **accountability** for the results and outcome of the activity. Authority and accountability are implicit in responsibility, even when they are not specifically stated.

Delegation of responsibility is clear and unambiguous. Commensurate authority and accountability accompany delegated responsibility.

Management—encompasses all those activities and traits that facilitate the successful accomplishment of JLab's mission, objectives, operations, activities, and tasks. Definitive terms such as safety management, quality management, security management, environmental management, etc., may sometimes be applied to discrete aspects of a subject or issue. It is SURA's intent to integrate and incorporate the appropriate level of these fields in all management endeavors. Thus, line managers and workers should accomplish their assigned responsibilities with due consideration to the safety, quality, security, and environmental aspects of the task.

Environment protection, **health**, and **safety** considerations are intrinsic to all work and are essential to overall scientific progress, productivity, and cost effectiveness. SURA is committed to operating a safe and healthful research laboratory, to preserving the natural environment and to conducting operations without adverse impact on the surrounding community. No activity is so urgent or important that standards for safety, health, or environmental protection may be compromised.

Decisions are made at the lowest level at which adequate expertise exists. When assigning tasks, dictating **process** is avoided whenever possible.

All JLab activities are conducted to achieve the optimum **performance, results,** or **outcome**.

A **graded approach** based on risk, cost and benefit is used to achieve and verify quality.

Documents (directives, procedures, manuals, and reports) as appropriate:

- Cite the authority for the document;
- Are prepared by or under the direction of the responsible person or staff element;
- Are coordinated with and approved by the affected organizational heads;
- Are prepared with the user in mind;
- Are clear, concise, and non-redundant;
- Are consistent with other Lab documents which address the same subject;
- Reference, rather than repeat, information provided in other Lab documents;
- Provide sufficient instructions to accomplish required reviews or revisions; and
- Describe the necessary documentation to be maintained by the responsible person or staff element.

The QAPM addresses ten areas under the broad headings of **management**, **performance** and **assessment**. Taken together, these ten areas document an effective system for the operation and management of the laboratory.

MANAGEMENT

1. Program

A. Purpose

The purpose of the Quality Assurance Program Manual (QAPM) is to document JLab's QA program and align it with the requirements of the SURA/DOE contract in a way that increases the probability of accomplishing JLab's mission. The QAPM describes Lab organizational structure and responsibilities; policy for personnel qualification and training, continuous improvement, documentation and record keeping, design and procurement; and the Lab's assessment processes.

Many of the management practices used at JLab are specified in other documents described in Section 4.B. of this manual.

B. Mission

Jefferson Lab's mission is to provide forefront scientific facilities, opportunities, and leadership essential for discovering the fundamental nature of nuclear matter, to partner with industry to apply its advanced technology, and to serve the nation and its communities through education and public outreach, all with uncompromising excellence in environment, health and safety.

To fulfill this mission, JLab is committed to:

- Providing an environment which maximizes the creativity of JLab's scientific resources in a safe, environmentally sound manner with due concern for quality and cost effectiveness;

- Conducting a viable Self-Assessment program to monitor and enhance JLab performance and progress;

- Practicing Integrated Management including Integrated Safety Management and Integrated Security Management;

- Maintaining a Continuous Improvement program and atmosphere; and

Maintaining a broad program of cooperation with the educational community and research institutions for promoting research, technology transfer, health/safety, best business practices, and education related to the JLab mission.

C. Organization

External Organization and Responsibilities:

The Division of Nuclear Physics (DNP) within the Office of Science (SC) of the Department of Energy (DOE) is responsible for providing program direction for JLab.

The DOE Oak Ridge Operations Office (OR), through the JLab Site Office (JSO), is responsible for on-site government oversight.

Internal Organization and Responsibilities:

The Southeastern Universities Research Association, Inc. (SURA), under contract with the DOE, has the primary responsibility for management and operation of JLab. These contractual responsibilities are accomplished, using the aforementioned principles, by:

· Delegation of responsibility, authority, and accountability for laboratory management to JLab's Director;

Provision of effective oversight through the Jefferson Laboratory Committee which is a SURA standing committee whose chair is a member of the SURA Executive Committee. The JLab Committee meets twice a year to receive reports on Lab progress and the results of external reviews.

· Commissioning the Institutional Management Peer Review Panel, composed of senior leaders and managers from other DOE laboratories, academia, and industry, which meets biennially and advises SURA on the performance of JLab management.

· Commissioning (together with DOE) the Science and Technology Peer Review Panel, composed of scientists from other institutions, which meets annually at JLab to review the scientific and technological program and to recommend appropriate directions; and

· Commissioning the Administrative Peer Review Panel, composed of senior managers and administrators from other DOE laboratories and industry, which meets annually at JLab to rate the effectiveness of the Administrative Division in carrying out its responsibilities.

The Director of JLab receives assistance from the following:

· Program Advisory Committee, composed of scientists from other institutions who are active in the electron scattering field, meets as needed to review proposals for experiments and to endorse those deemed worthy;

· Technical Advisory Committee, composed of senior level scientists from JLab, meets as needed to evaluate the compatibility with and impact of proposed experiments on JLab's equipment, facilities, and experimental program;

- Nuclear Physics Experiment Scheduling Committee, with members from the Physics and Accelerator divisions, meets as required to issue the experiment schedule every six months; and

- Director's Council, consisting of JLab's Director, Deputy Director, Associate Directors, Chief Scientist, and Head of the FEL, meets weekly to discuss and resolve current laboratory issues.

Responsibility for management of specific laboratory activities is delegated by the Director to the Deputy Director and Associate Directors as follows:

- The Deputy Director is responsible for laboratory management in the absence of the Director and for other duties the Director assigns.

- The Associate Director for Administration is responsible for JLab administration and plant construction, maintenance and support service activities, for development and maintenance of the necessary procedures, and the Administration Division's performance. Responsibility for management of individual departments is delegated to Department Heads.

- The Associate Director for Accelerator is responsible for the Accelerator Facility, Accelerator Operations, and Technology Transfer; development and maintenance of necessary procedures; and organizational assignments of the division. Responsibility for management of specific activities is delegated to Department Heads.

- The Associate Director for Physics is responsible for the Nuclear Physics Experimental Facilities and Program; development and maintenance of necessary procedures; user liaison; and organizational assignments of the division. Responsibility for management of specific activities is delegated to the Deputy Associate Director, Hall Leaders, and Department/Group Heads.

- The Associate Director for Technical Performance is responsible for independent oversight of Laboratory Performance and coordination of Quality Assurance; Self-Assessment; Continuous Improvement; and Environment, Health, and Safety. Responsibility for management of specific activities is delegated to Office Heads.

- Each Associate Director has appointed a Division Quality Assurance Officer. The roles of the Division Quality Assurance Officers are to coordinate and oversee quality assurance activities and provide assistance, support, and expertise to line managers.

- Appendix A-1, which is published separately, contains the JLab Organization Charts which detail division and departmental organizational assignments.

D. Quality Achievement and Verification

The responsibility for achieving and verifying quality lies in the line organization responsible for the item or activity. The processes used to achieve and verify quality are commensurate with the complexity and importance of the activity, the risk and consequences of failure, and other relevant factors - a graded approach. Specific responsibilities are defined and assigned in this manual or in referenced documents. Requirements are further defined and described as necessary by the cognizant Associate Director.

E. Stop Work Authority

- The EH&S Manual delegates the authority to stop work for safety reasons.

- The authority to stop work of inadequate quality is delegated to the person who authorized the work or anyone in the line above him/her. Anyone performing the work is authorized to halt his/her work until he/she consults his/her supervisor. Anyone may bring inadequate quality to the attention of the person responsible.

- The authority of DOE personnel to stop work is as specified in the contract.

2. Personnel Qualification and Training

A. Policy

It is the policy of JLab to select the most qualified candidates for open positions and keep them current in their field.

B. Selection

Job descriptions are carefully prepared and include education, skills, and experience requirements. Screening and selection processes are formalized.

Managers at JLab should exemplify the following attributes:

- Advanced competence in their areas of responsibility;

- Dedication to ensuring that each job is done safely and properly;

- A strong sense of commitment to the overall success of JLab's mission;

- The ability to select and train others with advanced competence to whom responsibility and authority may be delegated;

- The ability to supervise the performance of those to whom they have delegated responsibility and authority, to ensure that adequate communication concerning the nature of the required tasks occurs, to ensure that the tasks are being performed properly, to encourage and implement better ways to accomplish tasks as part of the effort to improve quality, and to take corrective actions when appropriate; and

- The determination to manage a task to achieve the required quality as expeditiously as possible and with efficient use of funds.

Staff at all levels at JLab are selected, trained, and supervised to display the following attributes:

- High competence for each responsibility they are assigned;

- Skills to perform their assigned responsibilities safely, securely, efficiently and effectively; and

- A desire to contribute to the success of JLab by doing their jobs well, by suggesting and implementing better ways to accomplish tasks (continuous quality improvement), by anticipating and resolving problems before they occur, and by acknowledging and correcting problems that do occur.

3. Quality Improvement

A. Definition

Quality Improvement is defined as the identification and elimination of existing or potential conditions which could adversely affect desired results. Continuous improvement utilizes the activities of self-assessment, remedial action and evaluation of the effectiveness of remedial action, as well as identification and promotion of conditions that favorably affect desired results.

B. Policy

JLab is committed to continuous improvement in program performance, EH&S, and best business practices.

C. Principles

The following principles are integral to continuous improvement processes:

- Decisions are made at the lowest level at which adequate expertise exists. This allows problems to be solved quickly, and also enhances the ability to identify and avoid potential problems and to recognize opportunities for improvement.

- All personnel are responsible to report performance problems to their supervisor in a "No Fault" context.

- Problems, non-conformances, and opportunities for improvement are documented as appropriate during the conduct of Self-Assessment activities. Reviews of significant items are conducted at appropriate management levels. Recurring programmatic or technical problems are analyzed for direct and contributing causes. Root causes are identified and remedial actions are recommended. Various problem solving techniques are utilized and statistical methods are applied if appropriate to the situation.

- Remedial or preventive action is taken as considered appropriate by cognizant management.

- “Lessons Learned” within the Lab and from external sources are applied to improve Lab efficiency and effectiveness.

- Existing internal customer/supplier relationships are used to facilitate the continuous improvement process.

- Departmental/group annual objectives are established with improvement of performance at the forefront.

The identification and promotion of conditions that favorably affect the desired results and the recognition of opportunities for improvement are emphasized.

D. Customized Approaches

JLab endorses the following statement on continuous improvement developed by the Task Force for Implementing the Three-Point Program:

> “Continuous improvement is a valid and beneficial concept which should be applied by each DOE Laboratory in tailored form. Within each laboratory, continuous improvement would appropriately take various forms ranging from that of a culture of continuous improvement combined with internal and external peer assessment to more structured forms such as those embodied in the various Total Quality Management programs.”

E. Responsibilities

- Associate Directors are responsible for promoting and implementing continuous improvement policies and efforts within their divisions.

The Self-Assessment/Quality Assurance (SA/QA) Officer is responsible for monitoring continuous improvement efforts and advising management accordingly.

4. Documents and Records

A. Policy

JLab maintains those documents and records which are needed for future activities at the laboratory or whose maintenance is required by law, regulation, or the DOE contract.

B. Scope

· Major Documents. This Quality Assurance Program Manual is the corporate level document which connects the SURA/DOE contract for managing and operating JLab with the documents and policies under which JLab functions. It is an umbrella under which other documents exist. Institutional level documents are intended to have complementary scopes, but may cross-reference each other where deemed particularly useful. All institutional level documents apply to staff, users and visitors to the extent that the activities of an individual fall within the scope of the document. The table lists the major institutional level documents and policy statements:

Document Title	Preparer	Approver	Where Available
DOE/SURA Contract DE-AC05-84ER40150	DOE and SURA	DOE Contracting Officer; SURA President	Director
Quality Assurance Program Manual (QAPM).	SA/QA Officer*	Director's Council	SA/QA Officer*
Institutional Plan	Director	Director's Council	Director
Integrated Safety Management System (ISMS) Plan	AD OTP **	Director's Council	OTP AD**
Environmental, Health, & Safety (EH&S) Manual	EH&S P&MG***	Director's Council	Site and web
Administrative Manual	HR&S****	Director's Council	Web
Self-Assessment Program	SA/QA Officer*	Director's Council	SA/QA Officer*

* SA/QA Officer: Self-Assessment/Quality Assurance Officer
** OTP AD: Associate Director for Technical Performance
*** Policy and Manuals Group
**** HR&S: Human Resources and Services

Substantive changes to these documents require review and approval by Director's Council.

· Major documents issued by Divisions are listed in Appendix A-2, which is published in a separate document.

C. Specific Quality Assurance Plans (SQAPs)

Specific Quality Assurance Plans (SQAPs) are developed based upon the QAPM. A listing of the currently active SQAPs is contained in Appendix A-3, which is published in a separate document. Location(s) and persons responsible for maintaining master copies of each document are also listed in this appendix. Responsibility and authority for development, issuance, and maintenance of each document will be included therein.

Revisions to these documents require the same review and approval as the original document.

Each Associate Director determines which specific activities in his/her area of responsibility require a written quality assurance plan and who is responsible for preparing it. This determination is based on the Associate Director's assessment of the complexity and importance of the activity, the risk and consequences of failure, hardware and labor costs, the number of identical items or procedures involved, the cost and benefit of developing and implementing a SQAP, and technical factors specific to the item. When a SQAP is applicable to a subcontractor-supplied item or activity, this requirement may be specified in the Request for Proposal (RFP) and the resulting contract for that item or activity. In this case, the plan is to be written by the subcontractor and reviewed and approved by JLab, with the due date normally a few months after contract award.

The person responsible for conducting the activity or delivering an item to meet or exceed a specified requirement or to satisfy a particular purpose is also the person responsible for developing the SQAP. In this endeavor the preparer shall consider all relevant factors including:

- Requirements, specifications, and/or standards for the item or activity;
- Management practices or controls needed to achieve the highest probability of success;
- Acceptance criteria;
- Use of only satisfactory materials and components;
- Probability of using improper procedure or process and/or installing improper material;
- Required testing;
- In-process checkpoints of quality, performance, materials, or workmanship and pass/fail criteria;
- Verification of validity and accuracy of test results and data;
- Documentation;
- Essential material handling procedures;
- Environment, health, and safety requirements; and
- Self-assessment and continuous improvement.

The author of the SQAP, who is responsible for the item or activity, signs the plan. The Division Quality Assurance Officer reviews the plan, resolves any issues with the author, and forwards the SQAP to the Associate Director for review and approval. If the SQAP is adequate to assure quality and requisite documentation, the Associate Director approves by signing. If the plan is inadequate, concerns and issues are resolved through the Division Quality Assurance Officer prior to approval.

D. Procedures Implementing JLab's Quality Assurance Program

The responsibility and authority for the development of the procedures that implement JLab's Quality Assurance Program are assigned in the Internal Organization and Responsibilities section of this QAPM. These responsibilities extend to the maintenance of procedures developed and the records generated by the procedures.

E. Records

All records are maintained by the division or department generating the records. Long term storage will be provided for those records so identified by cognizant management. Storage facilities will provide either redundancy or suitable security and protection from fire, deterioration, and damage.

PERFORMANCE

5. Work Processes

A. Human Resource Management

- JLab’s policy is to employ and sustain a highly efficient and effective staff and to deploy and utilize these resources through optimum work assignments.

- Cognizant management personnel are responsible for ensuring that the individuals assigned to tasks possess the requisite qualifications, skills, and experience.

- Each Associate Director determines the procedures that must be documented in his/her areas of responsibility. In identifying those tasks for which documented procedures are required, the Associate Director considers the complexity, hazard, risk, and importance of the task; the need for consistency of execution (if appropriate); and the qualification, experience, and knowledge level of the person(s) who will be performing the task.

- Performance objectives are defined for each individual on an annual basis as part of the performance appraisal system. This system is described in detail in the JLab Administrative Manual.

B. Material Resource Management

The Associate Director of Administration is responsible for JLab Material Resource Management. This responsibility includes identification and control of items during warehouse storage for prevention of damage, loss, or deterioration and ensuring that items are properly handled, shipped, and received. Details of this program are contained in Procurement Guidelines and Procedures and Property Management Guidelines and Procedures.

The Associate Director for Accelerator is responsible for handling and storage of items in the technical stockroom.

6. Design

It is the policy of JLab that sound engineering/scientific principles and appropriate technical standards be incorporated into designs.

JLab management selectively applies design control measures in a manner commensurate with scale, cost, complexity, hazards, and the phase of the design.

Procedural requirements for design, development, and control of computer software are developed and applied by the affected division in a manner commensurate with the risk involved in developing and using that software.

7. Procurement

A. Policy

It is the policy of JLab to conduct its procurement activities in such a manner as to continuously improve all aspects of procurement practices while ensuring that current efforts are in compliance with federal, state, and local laws; the prime DOE contract; and prudent business practices.

B. Procedure

- To the extent that needs are foreseeable, acquisitions shall be planned sufficiently in advance to assure adequate competition and optimum utilization of resources.

- Measures are in place for determining vendor/subcontractor ability to satisfy contractual requirements. These include post award review when deemed necessary by the subcontracting officer.

- Selection committees are formed, when appropriate, to ensure selection of qualified vendors. Suppliers' and subcontractors' products and performance are inspected and monitored

according to the level of risk and complexity involved as determined by the user division. These requirements may be contained in user division procedures or SQAPs.

- Incoming items are inspected commensurate with the level of concern associated with the item as determined by management.

8. Inspection and Acceptance Testing

Management determines when inspections and tests are necessary to determine the quality of a process or product. Such inspections and tests should be conducted in a manner that assures conformance to established criteria. The results of inspections and tests are used as a basis for acceptance by a comparison with approved acceptance criteria provided or referenced by the purchase order or other documentation. Acceptance of inspection and test results is indicated by the signature of the responsible individual.

It is JLab policy that instruments, equipment, gauges, and meters operate properly for the application for which they are being used. It is the responsibility of division line managers to ensure that critical equipment is appropriately calibrated and calibration records are maintained. Gauges and meters which are permanently installed in and are integral to a system are calibrated prior to installation. Portable and bench test equipment used for critical acceptance testing is included in the calibration program.

Technical items associated with processes under development, build-to-print items, or items involving non-trivial in-house assembly may incorporate prototyping, development, and/or first article demonstration as quality assurance criteria as determined by the cognizant manager.

ASSESSMENT

The SA/QA Officer is delegated, through the Associate Director for Technical Performance, the responsibilities for developing and facilitating the JLab Self-Assessment Program (JLSAP). This responsibility includes development of policy and procedure for the performance of Line Self-Assessments (LSAs). The JLSAP includes the guidance necessary for scheduling, conducting, and reporting LSAs and details the facilitation, advisory services, review, and oversight of other Self-Assessment activities by the SA/QA Officer.

9. Management Assessment

Effectiveness of the Quality Assurance Program is periodically evaluated by JLab management. The review of ongoing activities with respect to mission objectives is a constant process. When deficiencies, potential problems or opportunities for improvement are identified, remedial or preventive action is taken at the lowest level where sufficient expertise exists.

JLab is committed to maintaining a Self-Assessment program which involves all levels of management and which:

- Promotes uniformity of practice to the extent useful;
- Evaluates program effectiveness;
- Evaluates resource utilization;
- Promotes Integrated Safety Management;
- Evaluates EH&S conformance; and
- Identifies opportunities for improvement.

Measures for the evaluation of work or activity performed as part of an experiment will be developed as considered necessary by the Associate Director for Physics. Peer reviews will be conducted as appropriate.

10. Independent Assessment

JLab performs independent assessment with internal resources. The SA/QA Officer is assigned this responsibility. The SA/QA Officer performs no line duties so that the function remains totally independent of the staff elements being assessed. He/she functions in a management advisory capacity, develops and recommends SA/QA policies, facilitates implementation of these policies, recommends improvement actions, and monitors remedial action plans.

Assessments of the implementation of the Quality Assurance Program shall be based on this manual and the provisions of the JLab Self-Assessment Program (JLSAP) directive. External assessment personnel shall not reinterpret the requirements of this manual.

All assessments will be accomplished in accordance with the JLSAP and in a professional manner with the assessed organization as the customer/client. The results of assessments will be discussed and verified with the responsible managers at the conclusion of the assessment. In the event the assessment is conducted by external reviewers, this discussion will occur prior to departure of the reviewers.

Jefferson Lab
Quality Assurance Program Manual

Appendices

Revision 4.1

April 2001

Organization Charts

A-1.1 SURA/Jefferson Lab Organization

A-1.2 Accelerator Division

A-1.3 Administration Division

A-1.4 Physics Division

A-1.5 Office of Technical Performance

Major Documents Issued by Divisions

- **Administrative Division Documents**. JLab's administrative guidelines and procedures are documented in Administration Division manuals, each of which contains quality-related protocols as part of required procedures. These guidelines and procedures are reviewed and updated periodically. They include:

  Procurement Guidelines & Procedures;
  Accounting Manual;
  Personnel Guidelines & Procedures;
  Travel Guidelines & Procedures;
  Finance Guidelines & Procedures;
  Personal Property Management Procedures Manual;
  Security Manual;
  Medical Guidelines & Procedures;
  Plant Engineering Guidelines & Procedures
  Employee Handbook;
  Supervisor's "How-To" Guide.
  Central Alarm Notification System Electronic Access Control Operation Plan;
  Export Control Procedures Manual; and
  Security Guard Port Procedures.

  These lower tier documents are approved on issue if they
  1) elaborate on the contents of the Administrative Manual and
  2) do not impose requirements or restrictions beyond those described in the Administrative Manual on JLab staff outside the issuing organization or on users.

  If these conditions are not met, then changes to the guidelines and procedures must be approved by Director's Council.

- **Accelerator Division Documents**.
  Accelerator Operation Directives

This lower tier document is approved on issue by the Accelerator Operations Department Head.

- **Physics Division Documents**.
  Hall A Operating Manual
  Hall C Operating Manual

These lower tier documents are approved when issued by the appropriate Hall or Group Leader.

Thomas Jefferson National Accelerator Facility
List of Active Specific Quality Assurance Plans

Responsible Division	Document	Approval Authority	Authorship Responsibility	Custodian of Master Copy	Location of Master Copy (Bldg/Rm)
Accelerator					
	None currently active				
Administration					
	Replaced by Guidelines & Procedure Manuals				
Physics					
	None currently active				
Office of Technical Performance					
	Substandard Material and Products	Associate Directors	SA/QA Officer	OTP	12/A210