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Safety Interlocks Group Engineering Document Management Plan

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- N/A (new procedure)

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Safety Interlocks Group Engineering Document Management Plan

1 Introduction

This document sets forth group-specific guidelines for management of engineering documents and drawings consistent with the Managing APS Documents Policy ([APS 1273342](#)). The Safety Interlocks Group is required to have such a policy in place to guide their staff in the details of controlling their engineering documents under this procedure.

1.1 Related Documents

- Managing APS Documents Policy ([APS 1273342](#))
- Managing APS Engineering Documents ([APS 1423689](#))
- APS Design and Drafting Standards ([APS 1429632](#))
- [Argonne Quality Assurance Program Plan](#)

2 Repository Use and Revision Tracking for Engineering Documents

[Table 1](#), which is copied from the Managing APS Documents policy ([APS 1273342](#)), maps the valid document repositories with the workflows that are supported by each repository.

Table 1: Work Flows and Revision Tracking Capability per Repository Type

Repository	Staff-controlled / No Revision Tracking (Not a controlled document)	Staff-controlled / Revision Tracking (Not a controlled document)	Controlled Document (A formal change procedure including an approval workflow and Revision Tracking)
Group-Shared File System (GSFS)	X		
Group-Shared File System Plus a Revision Control System (RCS)		X	
ICMS		X	X (with approval thread)
Vault			X
PDMLink			X

The left column of [Table 2](#) lists the types of documents generated by the Safety Interlocks Group in its routine operation. The rest of the table gives guidance on which workflow and repository should be used for each type of document.

Table 2: Work File Repository Usage

Criteria	Staff-controlled/ No Revision Tracking	Staff-controlled / Revision Tracking		Controlled Document			Drawing must meet D&D Standard (APS 1429632)
	Group-shared File System (GSFS)	GSFS + RCS	ICMS	ICMS (with approval thread)	Vault	PDMLink	
SAFETY: ACIS PSS				X			
MISSION CRITICAL: FEEPS BLEPS LASER Interlocks				X			
Document/File Types							
AutoCAD drawings					X		
All others	X			X			

Additional Guidance:

- Use Vault as the repository for AutoCad drawings (as shown above).
- Use ICMS for all other documents and drawings (as shown above).

3 Group-shared File Systems and Revision Control Systems (RCS)

The group-shared file system shall reside on the following network drive:

On Linux or Solaris machines at ... /net/oxygen/edp/aes_si

You can map a Windows drive to it with the following path ... \\oxygen\edp\aes_si

No revision control system repository on a group-shared file system will be used.

4 Document/Drawing Requirements

Not applicable. AES/DD staff members create all our drawings.

5 Software Tools

Standardized software applications for certain engineering drawing requirements are listed in the table below.

Document/Drawing Type	Software Tools
Schematic Capture	Orcad Capture
PC Layout	Cadence (through T. Hayden)
FPGA Programming	Altera Quartus
PLC Programming	RsLogix5, RsLogix5000, GE Proficy, GE Logicmaster 90 & GE ECLiPS
Mechanical Layouts (Front Panels, Chassis, etc.)	AutoCAD
Block Diagrams	Visio, AutoCAD
Wiring Diagrams	Visio, AutoCAD

6 Alias Project Naming Convention (if any)

Not Applicable

7 Alias Drawing Naming/Numbering Convention

- PSS, FEEPS and BLEPS (see APS_1406097)
- ACIS (see APS_1418863)

PSS Example: 4104XXYY-ZZWWTT-UU

XX=Sector # ZZ=System (PSS Gen1, FEEPS, etc.)

YY=ID or BM WW=Location (Mezzanine, Station A, etc.)

TT=varies (per drawing # 4104-000001) UU=drawing revision #

8 Group-specific EDP Collection Browse Categories

The Engineering Document Portal allows staff to define “collections” of documents that correlate to a project, component, or subsystem. These collections may be assigned group-specific tags to allow intuitive searching and browsing of the collections.

Metadata Title:	Common Menus		Group-specific Menus	
	Group	Responsible Staff	System	Subsystem (menu depends on System selected)
Safety Interlocks	AES/SI	Greg Markovich	PSS	General Historical Gen1 Gen 3 Each Beamline
Safety Interlocks	AES/SI	Greg Markovich	FEEPS	General Historical Each Beamline
Safety Interlocks	AES/SI	Greg Markovich	BLEPS	General Each Beamline
Safety Interlocks	AES/SI	Greg Markovich	ACIS	General Historical Linac/PAR/IntectorTestStand, Booster, RF/RFTestStand, StorageRing, LEUTL, Inter-ACIS, BeamStops

9 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)* to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS_1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php