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Plum Brook Station
Work Instruction No.

GRC-W7030.015

Revision

A1

Plum Brook Station Work Instruction

Shift Change

APPROVED

Approved by Plum Brook Management Office/7030:

NASA - Glenn Research Center
Cleveland, OH 44135

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	Document No.: GRC-W7030.015	Rev.: A1

Procedure Owner: Plum Brook Management Office

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Change Record

Rev.	Effective Date	Description
Initial	1/8/99	Initial Release
Initial Release 1	7/12/99	CR 1999-50, multiple formatting & editorial changes
A	6/22/00	CR 2000-44, in sections 2.0 and 6.6 replace “GRC-P7030.033 Plum Brook Station Records Management Procedure” with “NASA C-278 Organizational Records List”; modify section 7.0 block 6.6.
A1	10/27/2000	CR 2000-115 Update Approving Authority to match current list.

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1.0 PURPOSE

The purpose of this Work Instruction is to establish a uniform method for the transmission of information to on-coming shift personnel during shift operations in the four major test facilities at Plum Brook Station. This instruction will apply to the Test Operations Engineer responsible in the test facility during the shift being reported about. This instruction is applicable to all pertinent information, data and history gathered during the previous two shifts that is deemed necessary to pass on to the on-coming shift personnel. Such information may be changes in operating parameters, test status, equipment status, incidents affecting operations and testing, and etc.

2.0 REFERENCES

Document Number	Document Title
GRC-P7030.037	Test Operations
GRC-W7030.014	Shift Logs
NASA C-278	Organizational Records List

3.0 SAFETY PRECAUTIONS

Not Applicable

4.0 TOOLS, EQUIPMENT AND MATERIALS

Shift Change Meeting Agenda, Form GRC-F7030.004

5.0 PERSONNEL TRAINING AND/OR CERTIFICATION

Not Applicable

6.0 INSTRUCTIONS

- 6.1 Is another shift coming on duty? If yes, continue to the next step. If no, go to end.
- 6.2 Complete Form GRC-F7030.004 "Shift Change Meeting Agenda," by briefly documenting the information identified below in accordance with Plum Brook Station Test Operations Procedure GRC-P7030.037.
 - 6.2.1 Fill in today's date.
 - 6.2.2 Circle the appropriate shift number for the shift being reported.
 - 6.2.3 Circle the appropriate shift number for the shift coming on duty.
 - 6.2.4 Report current information and a brief description of the activities that took place during the shift being reported according to Shift Logs Work Instruction GRC-W7030.014.
 - 6.2.5 Report activities planned for the shift coming on duty.

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- 6.2.6 Report lessons learned as required.
- 6.2.7 Fill in the name of the Test Operations Engineer on the current shift and the Test Operations Engineer for the shift coming on duty.
- 6.3 Operations personnel are to report to pre-assigned gathering place or work areas for Shift Change meeting. Verify personnel are at designated area(s).
- 6.4 Instruct personnel to report to designated areas.
- 6.5 Conduct Shift Change meeting via group setting, headsets, etc. Exchange information documented in Step 6.2.
- 6.6 File Shift Change Reports as part of Shift Log in the project file in accordance with the NASA C-278 Organizational Records List.

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7.0 FLOW DIAGRAMS

