PURPOSE:

This desk instruction is provided to define the responsibilities and expectations of console operations personnel in the Complex Control Center (CCC) at Kennedy Space Center (KSC). This desk instruction is to be used exclusively by console operations personnel in the Complex Control Center as a reference guide to work requirements that are identified in MSO-P-0004, “Complex Control Center Operations”.

INSTRUCTIONS:

The following instructions shall be adhered to by all console operations personnel in the Complex Control Center when responding to alarms received on the Kennedy Complex Control Set (KCCS) from the Booster Fabrication Facility (BFF) at Kennedy Space Center.

I. Console Operations Personnel Shall:

a. Continually and consistently check the Booster Fabrication Facility (BFF) monitoring and alarm pages on the Kennedy Complex Control Set (KCCS) power and utilities consoles in the Complex Control Center.

b. For all unexplained Utilities AND Power Systems Alarms use the Call Tree that appears as Attachment A, to determine who to notify at the BFF, and in what order.

c. Contact JSDY to request the generation of the appropriate type of trouble call needed, (i.e. - Routine Trouble Call, Emergency Trouble Call, Etc.) as determined by the BFF contact person on the Call Tree that you speak to. Reference Attachment A.

d. Coordinate with Power or HVAC shop supervision/personnel to determine the details of the actions being taken to respond to the alarm or alarms and document all actions taken, along with system status, in the Systems Electronic Tie-In (SETI) Log.

e. Verify and document in the SETI log when the system that received the alarm is back in normal operating configuration. Check the KCCS power and utilities console screens to verify that the system that received the alarm or alarms is now showing that it has “returned to normal”.

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ATTACHMENT A – ALARM RESPONSE CALL TREE

Click Here To Access Call Tree: BFF Utilities Systems Alarm Response Call Tree

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Systems Electronic Tie-In Log	Complex Control Center

ROLES AND RESPONSIBILITIES

Department Manager: Ensures compliance within the Department to the requirements stated in this procedure.

Spaceport Integration Center Manager: Ensures compliance at the Spaceport Integration Center level to the requirements stated in this procedure.

Complex Control Center Staff: Ensures performance of console operations duties in accordance with this desk instruction.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
MSO-P-0004	Complex Control Center Operations

ACRONYMS

BFF – Booster Fabrication Facility
BOSS - Base Operations & Spaceport Services Contract
CCC – Complex Control Center
KCCS – Kennedy Complex Control Set
KSC – Kennedy Space Center
HVAC – Heating, Ventilation and Air Conditioning
JSDY – Call Sign For BOSS Duty Officer
SETI – Systems Electronic Tie-In Log
SE – Systems Engineer
SIC - Spaceport Integration Center

DEFINITIONS

N/A

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REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	06/12/12
1	Removed “ENG LAB SPAC TEMP” Alarm and “AH3 SPACE TEMP ALRM” From Alarm Response Matrix Per Request From Facility Manager	12/12/12
2	Changed “ARF” to “BFF”. Added New Alarm, “FAN COIL SPACE TEMP” to Alarm Response Matrix	09/09/13
3	Updated Alarm Response Matrix to Remove MOB Building (Bldg. Now Demolished) and Update Alarm Response to Exhaust Fan 49	02/11/14
4	Total Re-write of procedure to remove instructions for use of BFF Alarm Printer and to add the use of the KCCS Workstation 84w direct connection to the Carrier iVu (BAS) computer at the BFF and to update alarm response and reporting requirements	10/01/15
5	Total Re-write to remove instructions for use of Carrier iVu (BAS) system and to add instructions for using KCCS to perform remote control and monitoring of BFF Utility and Power systems	04/28/16
6	Converted Desk Instruction from ISC to BOSS document	06/21/19
7	Updated Alarm Response Matrix (Call Tree)	02/01/22
8	Updated New BOSSS Logo, Call Tree & Signatures	01/10/24

DOCUMENT APPROVALS

Manager, Complex Control Center
Signed by: cards

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