

LPC Clermont-Fd IN2P3-CNRS Université Blaise Pascal		Electron detector TJNAF		Service Mécanique Documentation plan
Author : DAUDON	Date : 09/06/2006	Modified on : 09/10/2006 by :	Validated on : 9/10/2006	Réf : TJN-DetE-P1.A ID :

Documentation plan

1- Principle :

Purposes of this plan are to define documents designation concerning experiment 'Electron detector' for 2007 at TJNAF, validation processes and diffusion methods.

2- Documents designation :

Every document begin by characters : 'TJN-DetE-'

One letter is following depending on the type :

- P** Process or plan (quality plan, assembly process...)
- S** Specifications (spec, definition...).
- D** Mechanical drawings.
- E** Electronic design.
- V** views, pictures, photos.
- C** Orders, estimates.
- R** Reports.

Then a number is following (1 or 2 digits up to 99).

To log document changes, this designation is filled up by a dot followed by a letter from A to Z.

A number is following this version letter before any approbation. After validation, version letter is frozen without number after it.

Example : TJN-DetE-S02.A02 document in work or for approbation
TJN-DetE-S02.A released document (A version)

3- Documents list :

See TJN-DetE-P2 : Documentation list. (index web page)

Documents format :

Every document is given in pdf format except the index web page in html format.
After global validation, STEP or IGES CAD files could be provide to TJNAF lab.

To help understanding, 3D views of the experiment are given (3dxml format) with a specific viewer only on Window XP.

4- Validation process :

Participating list :

P. Bertin, M. Brossard, A. Camsonne, F. Daudon, A. Gavalya, M.L. Mercier, B. Michel, J. Miller, S. Nanda, E. Sahuc, G. Savinel, P. Verdier.

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Approbation group :

P. Bertin, M. Brossard, A. Camsonne, F. Daudon, A. Gavalya, B. Michel and S. Nanda.
All specifications and drawings must be approved by the whole group.

Process :

➤ Documents status :

“In work” : Document under consideration.
“**For approval**” : Document submit for approbation to the group.
“**Released**” : Validated document and ready for use.
“**Obsolete**” : Out of date document, substituted by a more recent one.

- Approval : Documents to be approved are sent by e-mail to the group and published on the web site. Status turns then from “in work” to “for approval” in red.
- Dead line : A limit for comments, disapprobation or validation is fixed. After this delay, the document can turn back to “in work” status or it is considered as validated then its designation is corrected (version letter alone) and document status is changed from “for approval” to “released”.
- Change request : after validation a document can be changed on a group member request; its letter is upgraded (from A to B etc...). This request must be justify by the approbation group. The previous document status turns then to “obsolete”.

5- Documents diffusion :

Documents are put and upgraded on the LPC web site by F. Daudon :

<http://clrwww.in2p3.fr/meca/plans/Site-web/Cebaf/TJN-DetE/TJN-DetE-P2.html>

NB : In case of doubt, last update documents are on this web site which stay the reference; so, everybody is invited to consult it regularly.