

Operational Organisation in the MICE Experiment

Date: 29th October, 2015

Issue D

Description of the Operational Management Structure:

Top-level responsibility for the MICE experiment is retained by the Director of Particle Physics Department (PPD) at RAL, Dave Wark.

The *Group Leader in Matters of Safety* (GLIMOS), Andy Nichols (TD), carries delegated safety responsibility from the Director of PPD.

Day-to-day coordination of all aspects of the experimental commissioning and experimental running will be carried out by a *Duty Coordinator* (DC). Four of these posts are required to cover the anticipated twenty four hour coverage (*for commissioning and maintenance only*); Paul Hodgson and Victoria Blackmore are about to be formally appointed and work is underway to shortly fill the remaining two posts. The Duty Coordinator will report to the GLIMOS.

Description of the MICE Operational Pattern

The MICE experiment's operational regime is divided rigidly into two types of activity:

1. Experimental running and data-taking, and
2. Assembly, commissioning and maintenance

Conditions for experimental running and data-taking:

These are already well understood and are described fully at:

<http://micewww.pp.rl.ac.uk/projects/operations/wiki/>

These activities are carried out under the authority of the MOM, employing the established 24/7 shift system, supported by the MICE shift crew. The MOM is able to access the DC, who will be on call, but not necessarily present in the control room, on matters of technical and safety advice. The DC retains the right to terminate the shift if he/she sees fit.

Conditions for Assembly, commissioning and maintenance:

This includes all activities such as magnet and detector commissioning, cryogenic logistics and mechanical and electrical general Hall work. The work is strictly under the control of the DC, who must be present in the MICE Control Room while the work is being carried out during STFC conditioned hours. If commissioning and

maintenance work is to be carried out on a 24/7 basis, sufficient DCs must be in post to be present in the control room during each shift.

Conditions for handover between activities:

At the end of a period of experimental data-taking, the beam shutter shall be closed and signed off as such by the MOM. All elements of experimental equipment that need to be made safe, shall be made so and signed off by the MOM. The MOM shall also ensure that the PPS muon beam permit is cancelled.

The MOM will formally hand over responsibility for the MICE Hall to the DC, including any keys, documentation and special instructions for the day. At the end of a commissioning run - or maintenance activity, which may or may not have been carried out under controlled access, the DC shall ensure that all necessary equipment is made safe and that the Hall is ready for experimental running. The DC shall hand over the keys, documentation, etc to the MOM in readiness for the next shift pattern.

Brief Staff terms of Reference

The Director of PPD:

Shall be an experienced STFC employee, who carries overall responsibility for the MICE experiment and ensures that STFC's legal and moral obligations as hosts of the experiment on the MICE collaboration's behalf are honoured. The Director of PPD has the role of Senior Line Manager (SLM), for the purposes of interpreting and enforcing STFC's disciplinary frameworks for non-STFC MICE employees.

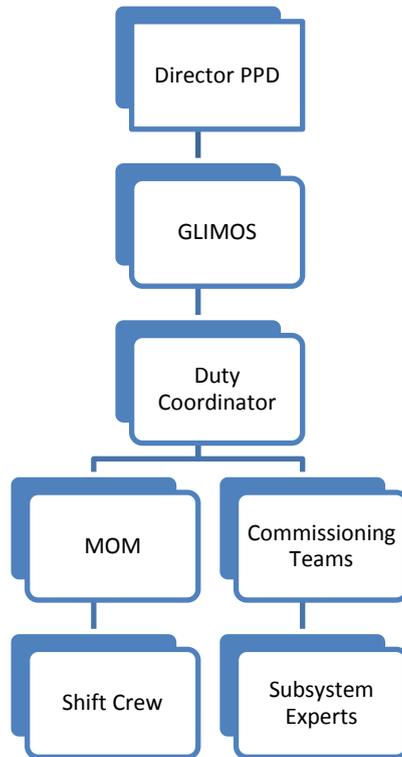
The Group Leader In Matters Of Safety (GLIMOS):

Shall be an experienced STFC employee; ensures that all aspects of the MICE experiment's operation & commissioning activities are carried out within the terms of STFC's policies and that *all* MICE staff are constrained by both the above and local HR frameworks. The GLIMOS retains the right to stop any and all activities if he doesn't think they are being carried out in accordance with STFC practice. The GLIMOS has the role of Line Manager (LM), for the purposes of interpreting and enforcing STFC's disciplinary frameworks for non-STFC MICE employees.

The Duty Coordinator (DC):

To run the experiment on a day to day basis in a safe manner, as defined above, working with the GLIMOS and the MICE Operations Coordinator. The Duty Coordinator is not required to be an STFC employee, but will be trained in specific areas where required. The Duty Coordinator is expected to be present in the MICE control room at all times if 24/7 commissioning and maintenance is in operation.

The DC is empowered to terminate any commissioning and maintenance work if he/she sees fit.



**Basic operational organisation chart
(Showing reporting line only)**