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Post-Site Visit (SV) Activities

I. Purpose:

The purpose of this procedure is to lay out the steps needed to capture the information resulting from a Site Visit, to review the Site Visit report for task completeness, identify tasks not completed, propose tasks for future Site Visit, and discuss ways to improve the Site Visit process.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. TWP Daily Ops Coordinator:

1. Compiles the Site Visit Report draft from the Site Visit technicians' daily reports.
2. Holds debriefing with the Site Visit technicians. During the debriefing, the Daily Ops Coordinator and the Site Visit technicians:
 - Report on site conditions upon arrival.
 - Review the task completions.
 - Locate the ARCS Audit-out record forms and review for accuracy.
 - Locate the ARCS Instrument replacement forms.
 - Locate the Calibration Records.
 - Identify other configuration changes.
 - List tasks for future Site Visit visits.
 - Discuss other issues, including safety, Observers, etc.
 - Initiates the *Post Site Visit Checklist, FM(OPS)-042.000*.
3. Finalizes the Site Visit Report document.
4. Directs the updates of the Event Log with the actions of the Site Visit according to the Event Log procedure.
5. Directs the updates of the Inventory Data Base with system changes, shipping according to the Inventory Procedure.

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6. Reviews Cal records, replacement forms, and configuration files with Dr. Porch.
7. Delivers the documents listed below to TWP Document Controller:
 - Site Visit Final Report
 - Audit-in and Audit-out Reports
 - Drawing Book
 - Procedure revisions
 - Calibration Records from “ftp” site
 - Instrument Replacement Forms from “ftp” site
 - Configuration files from “ftp” site

V. References:

1. Pre-Site Visit Activity Procedure, PRO(TWPPPO)-060.
2. Site Visit Activity Procedure, PRO(TWPPPO)-062.
3. Post Site Visit Checklist, PRO(TWPPPO)-042.000.

VI. Attachment:

1. Post Site Visit Checklist

