MANDATE

NAMING CONVENTIONS
SUB-COMMITTEE

CONTEXT

This Naming Conventions Sub-committee is created for facilitating discussions and decisions with respect to naming conventions in the perimeter of the mandate given to the Quality Assurance Committee for the Accelerators and Technology (A&T) Sector (see EDMS 1317933). Naming conventions, i.e. general rules to be followed to create unambiguous codes for identifying appropriately and in a consistent way things, are an important component of any quality assurance system. Facilities and equipment evolve, IT tools that support quality and good practices in the field also evolve, and it is important that key stakeholders in matter of naming have a formal forum for adapting regularly naming conventions to the evolving needs.

PURPOSE AND SCOPE

The Naming Conventions Sub-committee receives the mandate from the Quality Assurance Committee (QAC) of the A&T Sector for developing new conventions or updating the existing ones. The naming conventions related to items, functional positions and assets are in the scope of this sub-committee, but also those related to documents and drawings, geographical locations, cables, parameters and signals, alarms.

RESPONSIBILITY

The specific responsibilities of this sub-committee include:

- The identification of the naming conventions in use in the A&T Sector;
- The assessment of their coherency and their adherence to the globally agreed concepts and practices in the field;
- The proposal of improvements and the verification of the feasibility;
- The submission of naming convention improvement proposals to the QAC for pre-validation;
- The editing, updating and/or re-editing of the Naming Conventions with the support of the EN-MEF-QOP section;
- The submission of the Naming Conventions to the QAC for validation and regular confirmation.
ORGANIZATION AND MEMBERSHIP

The Naming Conventions sub-committee holds regular meetings.

Pierre Bonnal acts as a convener while Tom Birtwistle is the scientific secretary.

Everyone to whom naming is an important concern (and typically members of the Naming Service, Group Coding Officers) is welcome to take part to the activities of this subcommittee.

The present mandate and membership is confirmed by the QAC on a yearly basis.

KEY DELIVERABLES

The Naming Convention section of the A&T Sector’s Modular and Scalable Quality Management and Systems Engineering Framework Conceptual Design Report. This section shall include the list of applicable Naming Conventions, the list of those that shall be updated, and an editorial schedule for 2015.

By the end of year 2014