

Preliminary Note on the Machine Group Instrument Servicing and Store

As our machine nears completion, the funds for equipping the Machine Group with laboratory instruments will become more restricted than before. The Machine Operation Committee therefore felt that the existing instrument supplement should be used with a somewhat higher efficiency than at present.

The services that were felt necessary included a Service Shop, an Instrument Store and an Instrument Information Service. The details of organizing this were left to a special sub-committee created for the purpose (The Machine Group Technical Committee), with one representative from each of the interested sections in the Machine Group.

This note will try to explain the basic decisions taken by that Committee, decisions which were subsequently approved by the MOC.

Instrument Servicing and Stores.

The electronic instruments will still be serviced under the supervision of Mr. Østlund, S.C. The Controls Section will provide him with the necessary space (lab. 2-304 near stores) and one serviceman. This serviceman is particularly responsible for the instruments of the Machine Group. As in the past, Mr. Østlund will still service all other instruments on the premises, notably those belonging to the experimental teams.

In connection with the Instruments Repair Shop there will also be a small Instrument Store, containing some general purpose and some special instruments which can conveniently be used by several people. It will also contain some instruments which are intended to be used on the spot as, for instance, a small General Radio bridge for those who want to match components before taking them out of stores.

Since the whole aim of the Instrument Store is to use existing instruments efficiently, it is obvious that the sections should try to contribute to the stock, for instance by giving up some of the lesser used numbers in their Tektronix plug-in unit collection. It must, however, be stressed that the store space is limited, and that it cannot act as a junk store, so unusable or unserviceable instruments will have to be disposed of in some other way.

It was also decided that the new instruments arriving to the Group should first pass this Instrument Room (a shorter name for the Instrument Servicing and Store) where it will be checked and registered, where one service manual is filed, and from where the necessary spare parts are immediately ordered in case that has not already been done. This work, we hope, will not take more than one day, after which the instrument will be delivered to the user. If, for certain reasons, this work cannot be done immediately, the instrument may be delivered directly to the user.

The Technical Committee has prepared a list of some of the existing instruments in the Group. This list will be put at the disposal of the various sections, and may be interesting to consult in case of a sudden need for an instrument, or before one is ordered.

The MOC also suggested that the members of the Technical Committee should assist the members of the Group with information regarding instruments. A useful service would be a comprehensive collection of manufacturer's catalogues in some convenient place, and this will be started when possible.

The Machine Group Technical Committee invites criticism and suggestions about instrumentation, servicing and store. Please contact:

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| A.Choretakis | R.F. |
| U.Kracht | Linac |
| K.H.Reich | Magnet, Vacuum (MOC's representative) |
| B.Sagnell | Controls (Chairman) |

Anybody interested in the preliminary discussions is referred to the following reports, available from Melle J.De Winter:

- "On a Common Servicing and Store for the Instruments of the Machine Group" PS/Int. MOC-59-13
- "Proposal from the Technical Committee for the Preliminary Organization of the Machine Group Instrument Store". PS/Int.MOC 59-18

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