# Purpose

The objective of this policy is to define the requirements for replacing Hour Log Application (HLA) with a different version.

# Scope

This policy is applicable to Operations Department and Controls and Computing Department.

# Definitions

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| --- | --- | --- |
| # | Term | Definition |
| 1 | HLA | Hour Log Application: software to manage operational data of NSCL’s facilities. |
| 2 | ODH | Operations Department Head |

# Policy Statement

* 1. HLA must not be upgraded (or downgraded) without prior approval from ODH.
  2. Announcements of changes to HLA must be submitted to Utility Notices and Short Term Schedule.
  3. A new version of HLA must be tested using Hour Log Test Suite [6.1] before it is deployed into production. The test results must be approved by ODH.
  4. Changes to HLA must be scheduled in consultation with ODH.
  5. It must be possible to revert changes made to HLA.
  6. Hour Log databases must be backed up before HLA is upgraded.

# Exceptions

* 1. Fixes for critical defects in HLA may be deployed into production without ODH’s approval, and scheduled without consultation with ODH. However, they must be approved by ODH within 7 days of deployment.

# References

* 1. *Hour Log Test Suite*, DCC

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
| 001 | 19-Mar-2015 | Initial |

# Reviews

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| Reviewer | Review Date |
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**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**