



## CATS TRAINING

### **Corrective Action Tracking System**

The CATS System was developed to track issues and related actions provided by the various inspections, assessments and audits that Jefferson Lab is contractually required to perform. The Issues Management Procedure and the Corrective/Preventive Action Management Procedure define what issues must be included in the CATS, who will approve their closure, etc.

This handout will help you to input items, update their progress, close them and perform simple searches in the system.

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**GETTING TO THE SYSTEM:**

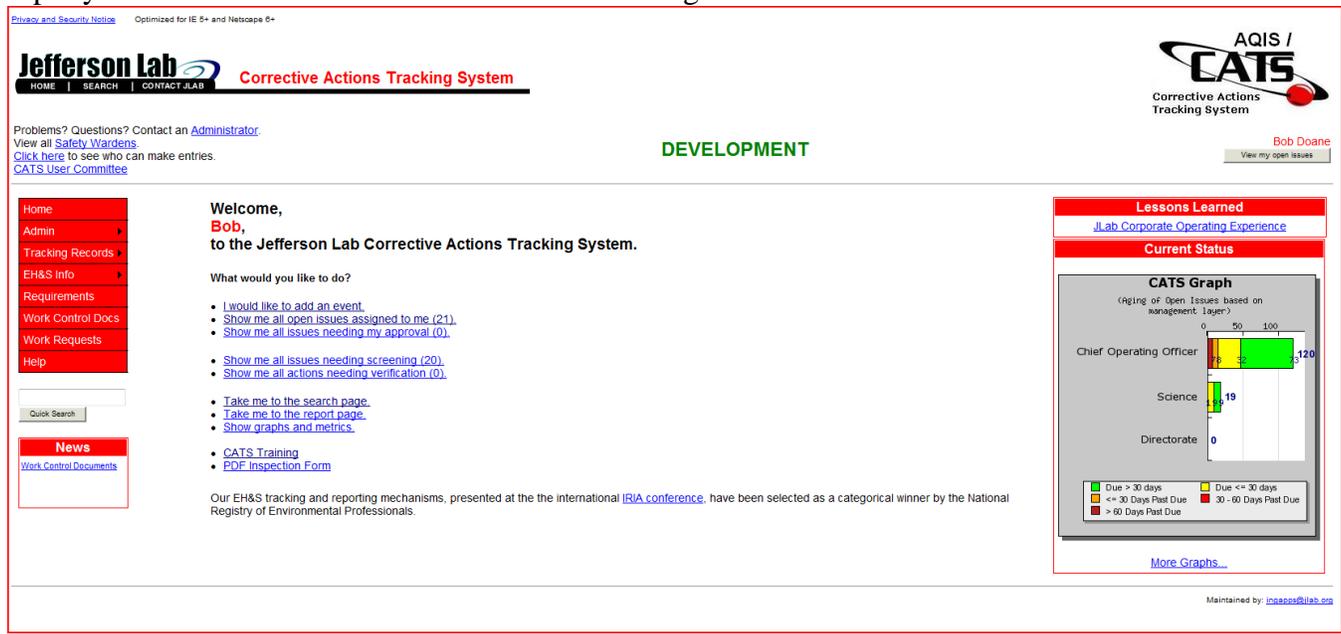
Go to [www.jlab.org](http://www.jlab.org)

Click on the “Search” tab.

Click on the **C**

Scroll down and click on • [Corrective Actions Tracking System \(CATS\)](#)

Input your User Name and Password. You will then get:



The screenshot displays the Jefferson Lab Corrective Actions Tracking System (CATS) interface. At the top, there is a navigation bar with 'HOME', 'SEARCH', and 'CONTACT JLAB'. The main content area is titled 'DEVELOPMENT' and includes a welcome message for 'Bob' and a list of actions such as 'I would like to add an event', 'Show me all open issues assigned to me (21)', and 'Show me all issues needing my approval (0)'. On the right side, there is a 'Lessons Learned' section and a 'Current Status' section. The 'Current Status' section features a 'CATS Graph' showing the aging of open issues based on management layer. The graph shows the following data:

Management Layer	Due > 30 days	Due <= 30 days	<= 30 Days Past Due	30 - 60 Days Past Due	> 60 Days Past Due
Chief Operating Officer	0	12	0	0	0
Science	0	19	0	0	0
Directorate	0	0	0	0	0

The total number of open issues is 120. A legend at the bottom of the graph indicates the color coding for the aging categories.

Information found on this page:

- ◆ A Lessons Learned which changes on a periodic basis.
- ◆ A scrolling NEWS screen (which may or may not be of interest depending on what your access privileges are).
- ◆ How many and of what types of items are currently open in the system.

If you click the More button you will be able to select the following graphs:

- [Average Days to Close Inspection Issues](#)
- [Average Months Overdue for closed Inspection Issues](#)
- [Percentage of Issues by Department](#)
- [Percentage of Issues by EH&S Manual Chapter](#)

(You may also request additional reports or graphs from [ingapps@jlab.org](mailto:ingapps@jlab.org))

What you can do from this page:

- ◆ Show All Items Assigned to Me. (If you have any open items, you will get a screen similar to the following.)

Search results for findings

Sort Results:  
Sort By: Finding # | DESCENDING | Sort

Found: 5 findings  
Click on the finding number to see the full details.

DELETE	FINDING #	TYPE	DESCRIPTION	COMPLETE BY	CLOSED
<input type="checkbox"/>	PMG-2004-36-02	EH&S Manual Revision	Appendix 2200-R1, Tables 3 & 9 are incorrect due to recent Test Lab changes. Trailers 34C and 34G ...	2004-05-11	2004-05-06
<input type="checkbox"/>	PMG-2004-36-01	EH&S Manual Revision	Regarding Table 3, Appendix 2200-R1: Safety Warden assignment for Test Lab - Prod Vertical Attachm...	2004-05-08	2004-05-06
<input type="checkbox"/>	PMG-2004-32-01	EH&S Manual Revision	Appendix 2200-R1 Jefferson Lab EH&S Staff has two discrepancies between Table 3 and Table 9. Two a...	2004-03-15	2004-05-06
<input type="checkbox"/>	PMG-2004-31-01	EH&S Manual Revision	Appendix 2200-R1 Jefferson Lab EH&S Staff Safety Wardens in Table 9: redundant Safety Warden info...	2004-02-27	2004-02-20
<input type="checkbox"/>	PMG-2003-08-01	EH&S Manual Revision	Chapter 2240 EH&S Committees up for triennial review...	2003-12-24	2003-12-19

- ◆ See all inspection items for a particular area

Corrective Actions Tracking System

Jefferson Lab

Home | SEARCH | CONTACT US

98B - Hall B Gas Shed  
98B - Rm. 1

98C - Hall C Gas Shed  
98C - Rm. 1

98D - Hall B Trailer  
98D - Rm. 1  
98D - Rm. 2  
98D - Rm. 3  
98D - Rm. 4  
98D - Rm. 5

97 - Counting House  
97 - Rm. 1  
97 - Rm. 100  
97 - Rm. 100A  
97 - Rm. 101  
97 - Rm. 101A  
97 - Rm. 102  
97 - Rm. 102A

01 - North LINAC

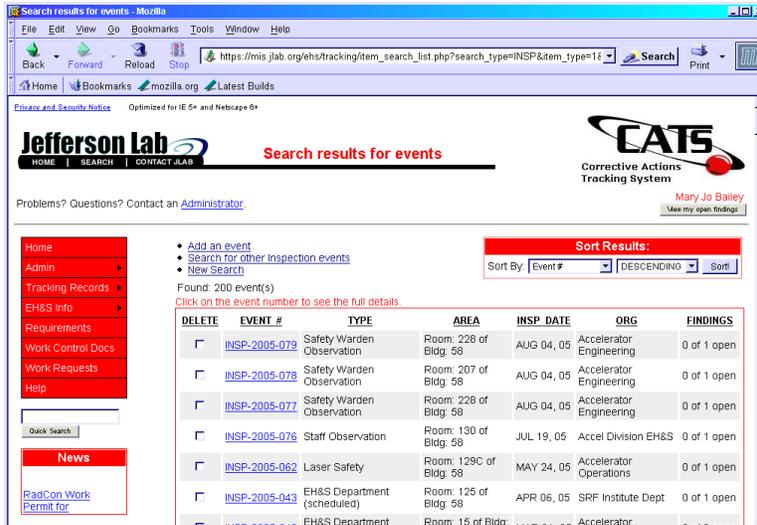
Lessons Learned  
Finding: NE-2004-16-03  
The purchase requisition PR system has flags for materials handling and hazardous materials purchase that routes the PR to an EH&S reviewer. This PR system relies on the staff member making the requisition to fill out the PR properly.

Current Status

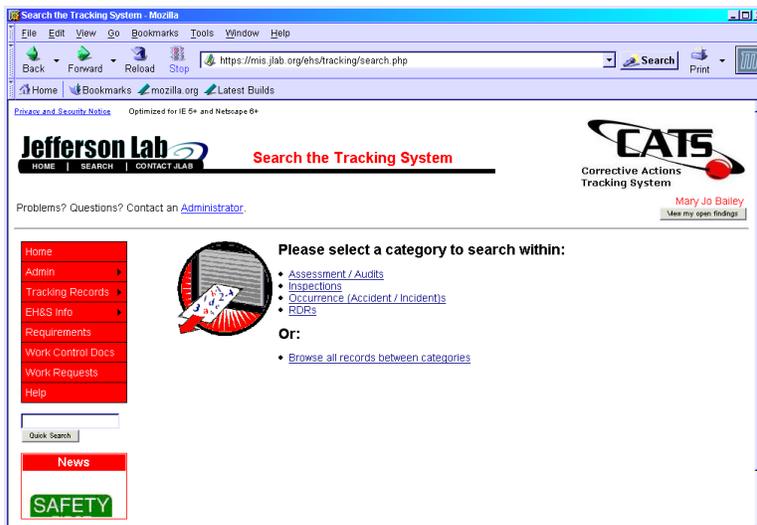
EH&S Tracking Items  
(Count of Open Findings)

Inspections	24
Accident / Incident/s	3
Assessment / Audits	94
RDAs	4

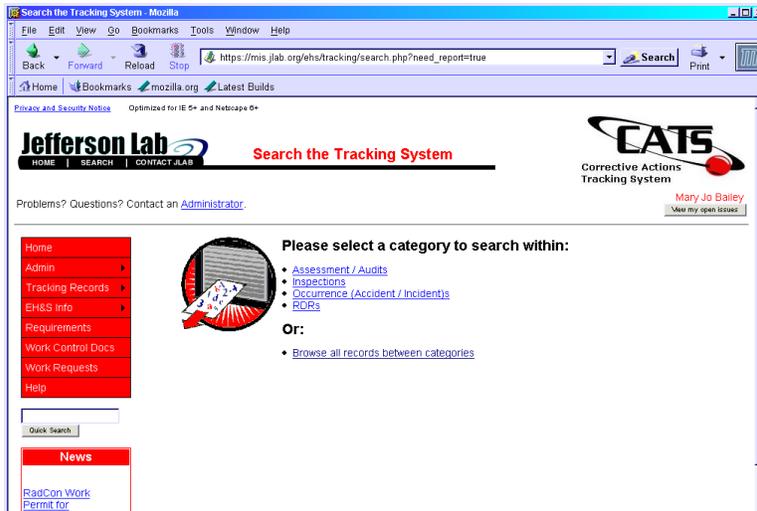
For example, if you were to pick Building 5, a screen similar to this would appear:



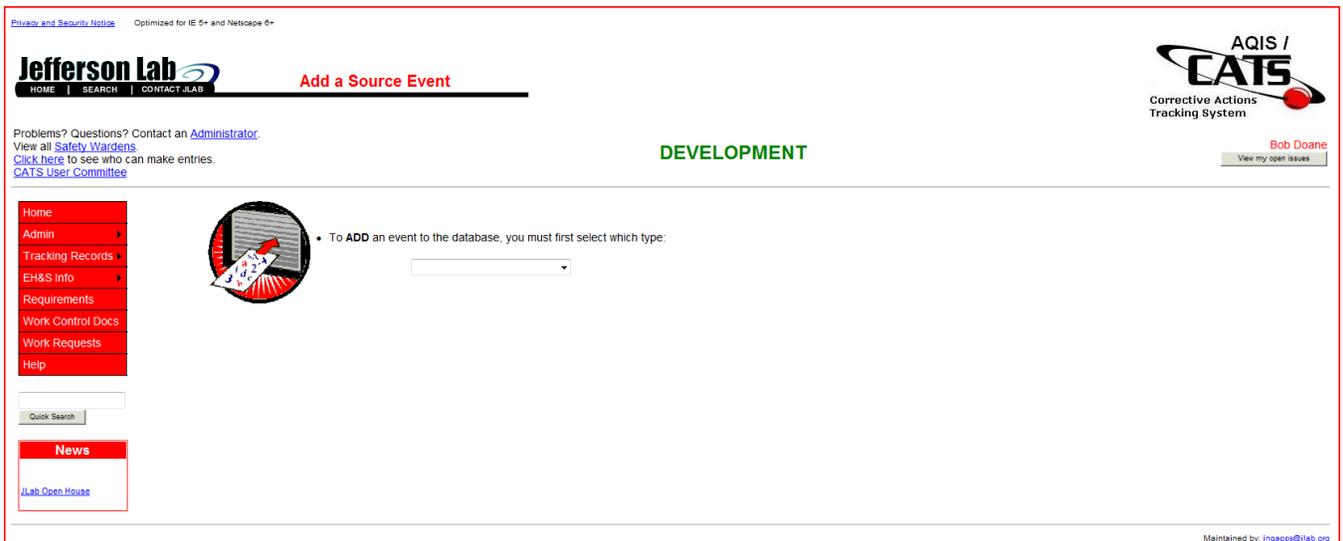
◆ You can go to the Search page and search for a particular issue:



You can initiate the report function:



◆ You can ADD an event

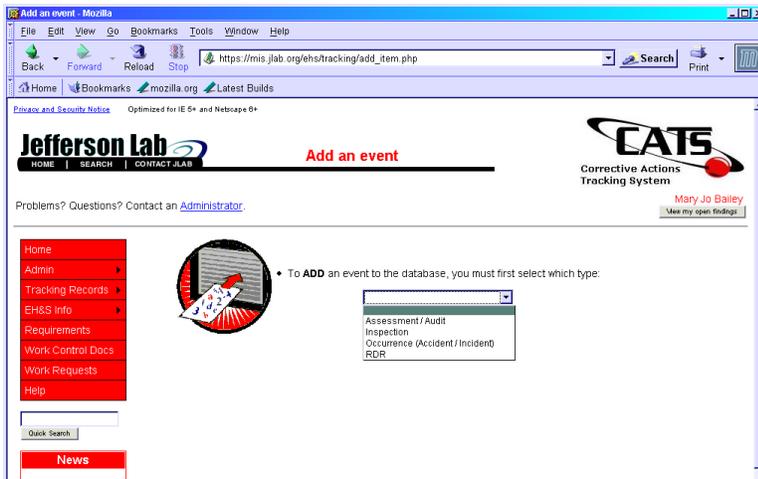


**ENTER EVENTS AND ISSUES INTO THE SYSTEM**

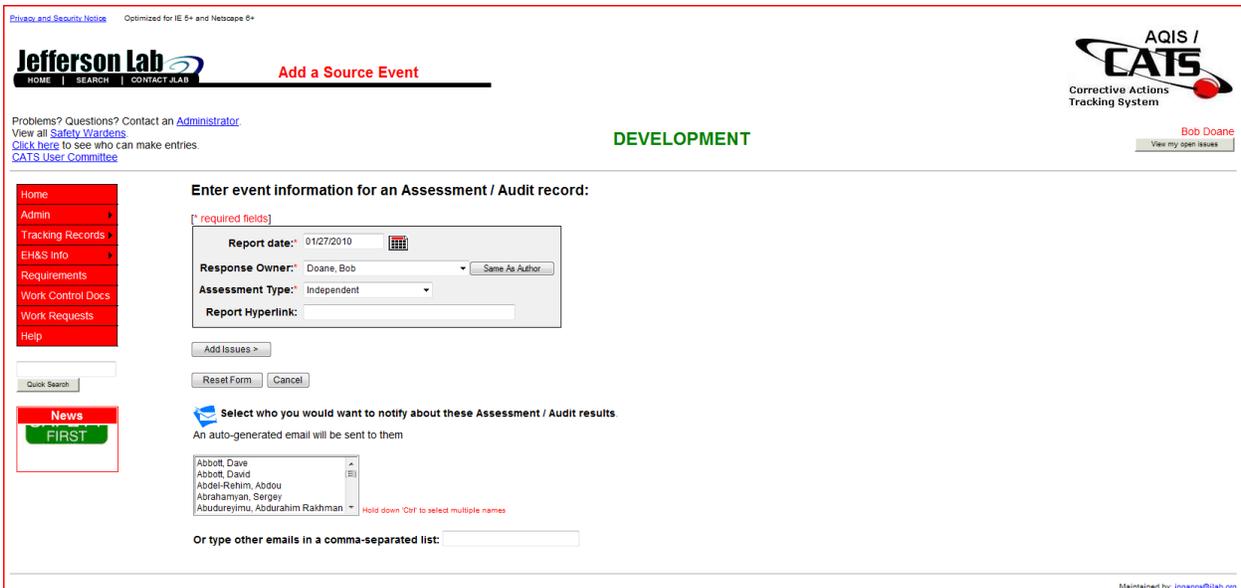
**EVENT:**

From the Home Page, *click:* I would like to add an event.

Using the arrow key to indicate the type of event you would like to enter:



**ASSESSMENT/AUDIT**



## INSPECTION

[Privacy and Security Notice](#)    Optimized for IE 5+ and Netscape 6+

Add a Source Event

DEVELOPMENT

Bob Doane  
[View my open issues](#)

Problems? Questions? Contact an [Administrator](#).  
 View all [Safety Wardens](#).  
[Click here](#) to see who can make entries.  
[CATS User Committee](#)

Home

Admin

Tracking Records

EH&S Info

Requirements

Work Control Docs

Work Requests

Help

**Enter event information for an inspection record:**

[\* required fields]

Inspection date:

Response Owner:

Inspection Type:

Location:   
 01.A - North LINAC - A  
 01.NLZ1 - North LINAC - NLZ1  
 01.NLZ10 - North LINAC - NLZ10  
 01.NLZ11 - North LINAC - NLZ11   

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the issue. An admin will then research the issue and determine if another area should be generated.

Safety Warden:

Accompanied By:   
 Abbott, David  
 Abdel-Fattah, Mahmoud  
 Abdel-Rehim, Abdou  
 Abdel-Fattah, Tarek    Hold down 'Ctrl' to select multiple names

**Select who you would want to notify about these inspection results**  
 An auto-generated email will be sent to them

Abbott, Dave  
 Abbott, David  
 Abdel-Rehim, Abdou  
 Abrahamyan, Sergey

## OCCURRENCE (ACCIDENT/INCIDENT)

[Privacy and Security Notice](#)    Optimized for IE 5+ and Netscape 6+

Add a Source Event

DEVELOPMENT

Bob Doane  
[View my open issues](#)

Problems? Questions? Contact an [Administrator](#).  
 View all [Safety Wardens](#).  
[Click here](#) to see who can make entries.  
[CATS User Committee](#)

Home

Admin

Tracking Records

EH&S Info

Requirements

Work Control Docs

Work Requests

Help

**Enter event information for an Occurrence (Accident / Incident) record:**

[\* required fields]

Event date:

Response Owner:

Title:

Source:

Category:

Location:   
 01.A - North LINAC - A  
 01.NLZ1 - North LINAC - NLZ1  
 01.NLZ10 - North LINAC - NLZ10  
 01.NLZ11 - North LINAC - NLZ11   

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the issue. An admin will then research the issue and determine if another area should be generated.

Safety Warden:

Event Description:   
Links must begin with "h11 p (x) / /"  
4000 characters or less

Report Hyperlink:

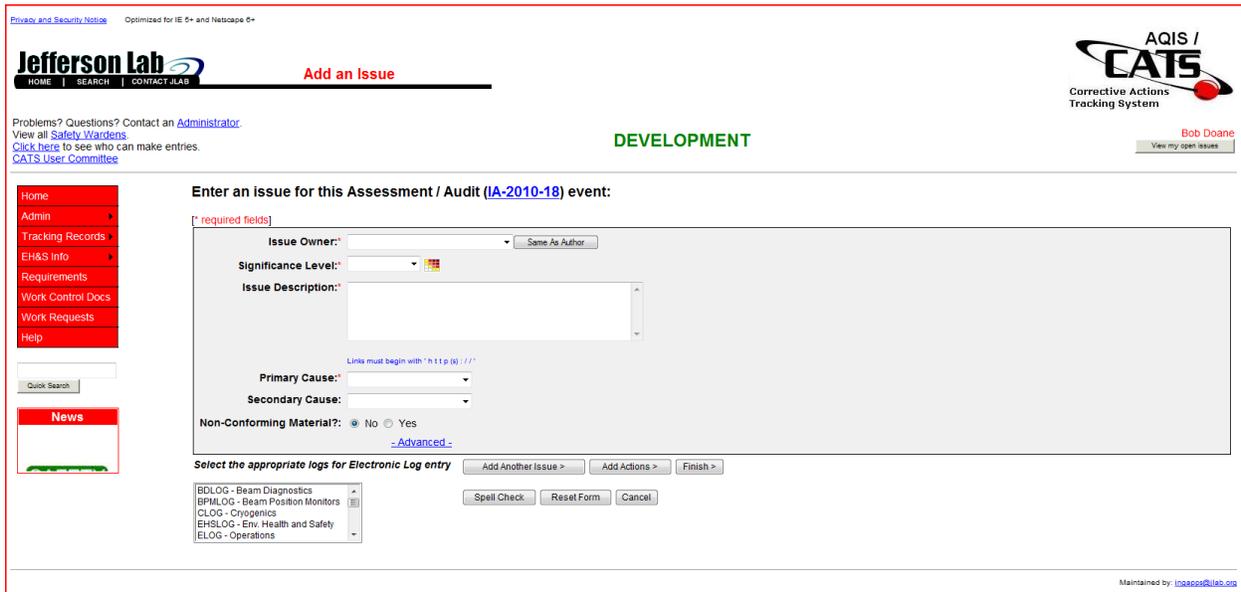
Fill in the blanks by using the pull-down menus, or typing in the requested information.

\*Red line items must be filled in.

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**ISSUE:**

Once all your information is filled in on the Event screen, *click* the “**Add an Issue**” button at the bottom of the page.



Use the pull down menus to enter the requested information.

If there is more than one issue for the event, *click* on the “**Add Another Issue**” button at the bottom. You will get another blank screen to fill out.

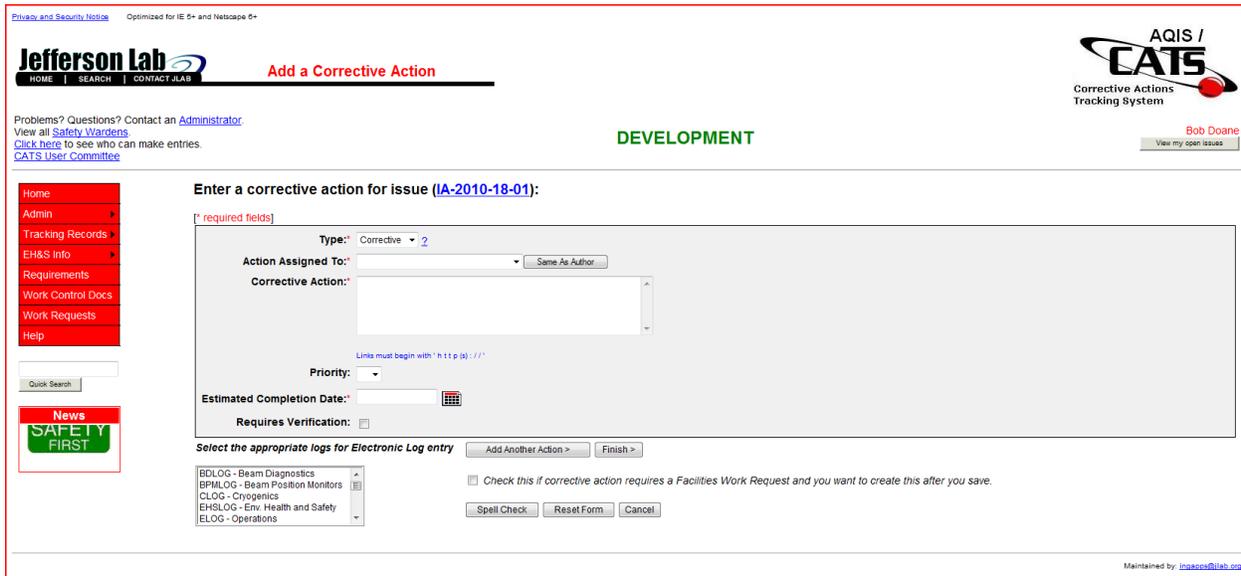
Repeat until all issues have been entered.

*Click* the “**Finish**” button.

**Action:**

Each issue must have at least one corrective or preventive action (action).

On completion of the information in the issue entry area, *click* on the “**Add Actions**” button.



The screenshot shows the 'Add a Corrective Action' form in the AQIS / CATS system. The form is titled 'Enter a corrective action for issue (IA-2010-18-01):'. It includes a dropdown menu for 'Type' set to 'Corrective' with a value of '2'. The 'Action Assigned To' field has a dropdown menu and a 'Same As Author' button. The 'Corrective Action' field is a large text area. Below it is a 'Priority' dropdown menu with a note: 'Links must begin with "http(s)://".'. The 'Estimated Completion Date' field has a calendar icon. There is a 'Requires Verification' checkbox. At the bottom, there is a section for 'Select the appropriate logs for Electronic Log entry' with a list of log types: BDLOG - Beam Diagnostics, BPMLOG - Beam Position Monitors, CLOG - Cryogenics, EHSLG - Env. Health and Safety, and ELOG - Operations. There are buttons for 'Add Another Action', 'Finish', 'Spell Check', 'Reset Form', and 'Cancel'. A checkbox is present: 'Check this if corrective action requires a Facilities Work Request and you want to create this after you save.' The page also shows a navigation menu on the left, a search bar, and a 'News SAFETY FIRST' banner.

Complete the required information detailing the action.

If there are multiple actions, *click* the “**Add Another Action**” button to continue.

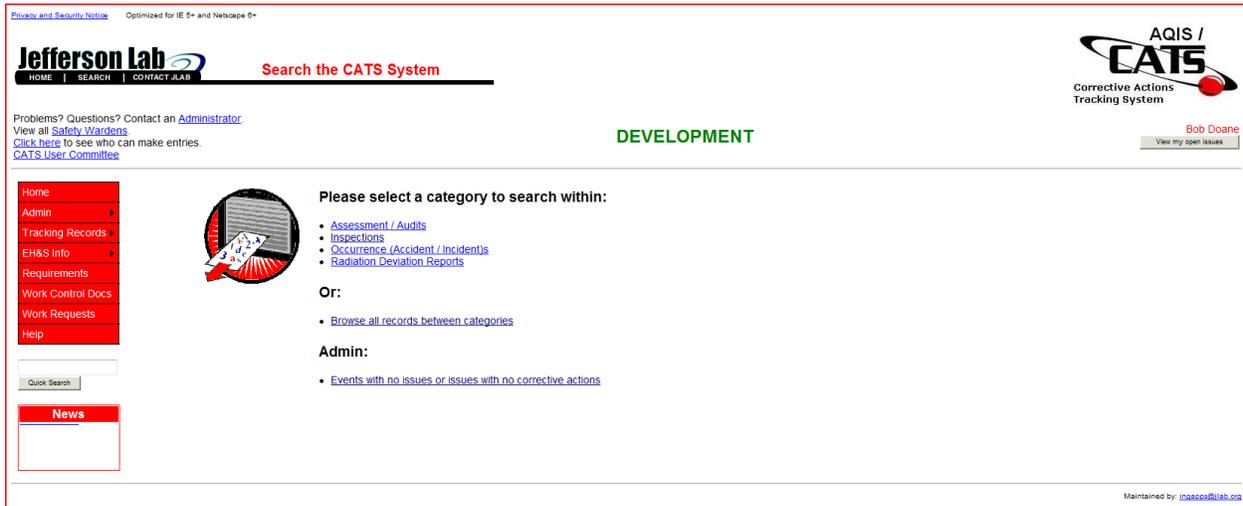
When all actions have been entered, *click* the “**Finish**” button.

Note that additional actions may be added later as well. To do so, *click* the “**Add Actions**” button on the issue screen.

Also note that there is an optional space for entering a priority to each action. This is available for those who wish to use it. The priority values range from 0 to 4. For those who wish to use this feature, it is recommended that 0 be the lowest priority and 4 be the highest.

**SEARCH FOR AN ISSUE**

At the Home page, *click on:* Take me to the search page

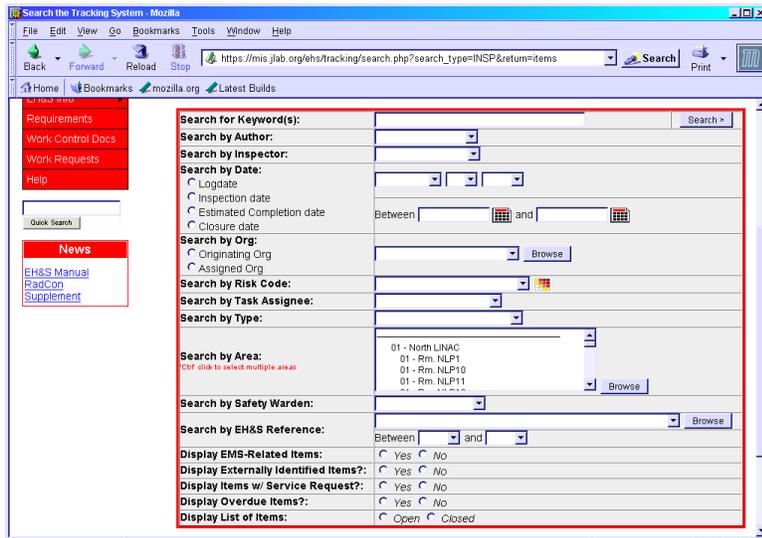


Select the category you would like to search.

**SHORTCUT:** If you have any information regarding the issue (the number, the issue owner, the action owner, the area, etc.) try the **“Quick Search”** Box under the red box on the left.

**EXAMPLE:**

Search for an **INSPECTION** by *clicking* the **“Inspection”** button.



Fill out as much information as possible. The more you fill out, the fewer unwanted hits you will get and the less time you will spend on the search.

You will get a list of issues that fit the criteria you fill in:

DELETE	EVENT #	TYPE	AREA	INSP DATE	ORG	FINDINGS
<input type="checkbox"/>	<a href="#">INSP-2004-259</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-258</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-257</a>	EH&S Department (scheduled)	Room: 115 of Bldg: 58	DEC 17, 04	EH&S Safety - Field Supp	0 of 3 open
<input type="checkbox"/>	<a href="#">INSP-2004-113</a>	EH&S Department (scheduled)	92 - Service Building	JUL 30, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-112</a>	EH&S Department (scheduled)	92 - Service Building	JUL 16, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-105</a>	EH&S Department (scheduled)	92 - Service Building	JUN 04, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-104</a>	EH&S Department (scheduled)	92 - Service Building	JUN 02, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-103</a>	EH&S Department (scheduled)	92 - Service Building	MAY 28, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-102</a>	EH&S Department (scheduled)	92 - Service Building	MAY 12, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-101</a>	EH&S Department (scheduled)	OTHER - OTHER	MAR 18, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-099</a>	EH&S Department	ARC - Applied Research	MAR 09 04	EH&S Safety -	0 of 5

Click on the **Issue** that you would like to review:

Delete	Action Number	Description	Task Assigned To	Priority	Est. Completion Date	Completion Date
<input type="checkbox"/>	<a href="#">IA-2010-18-01-01</a>	test	<a href="#">Doane_Bob</a>		JAN 27, 10	open

Click on the **Issue Number** to view the Status of the desired issue:

- Tracking Records
- EH&S Info
- Requirements
- Work Control Docs
- Work Requests
- Help

Quick Search:

News

Created: JAN 27, 10 by [Doane\\_Bob](#)

**Report date:** JAN 27, 10

**Response Owner:** [Doane\\_Bob](#)

**Org:** ESHDIV

**Assessment Type:** Independent

**Report Link:**

[Edit Event](#)

[Delete Event](#)

**1 Issue(s) for this event:**  
 View as:  List  Individual Issues

[Add Issue](#)

Only the author, evaluator, or an Administrator can edit this issue.

**Issue Number:** [IA-2010-18-01](#) 1 of 1

Created: JAN 27, 10 by [Doane\\_Bob](#)

**Issue Owner:** [Doane\\_Bob](#) [Reject Issue](#) [Edit Issue](#)

**Org:** ESHDIV

**Significance Level:** 0-Minimal

**Issue Description:** Test

**Primary Cause Code:** Tracking Only

**Secondary Cause Code:**

**Externally Identified:** N

**10\_CFR\_851 Applies?:** N

**Extent of condition check required?:** N

**Radcon related?:** N

**Non-Conforming Material?:**

**Screened By:**  Click here to mark that you have screened this issue  
(Administrator Override)

**Attachments:**

**Approval Date:**

**Approvals:**

[Delete Issue](#)

- [Add Event Search to the database](#)
- [Search for other Assessment / Audit](#)
- [New Search](#)

Corrective Actions

Status Updates

**1 Corrective Action(s) for this Issue:**  
 View as:  List  Individual Corrective Actions

[Add Corrective Action](#)

Only the author, evaluator, issue owner, or an Administrator can edit this corrective action.

**Corrective Action Number:** [IA-2010-18-01-01](#) 1 of 1

Created: JAN 27, 10 by [Doane\\_Bob](#) [Create Service Request](#)

**Type:** Corrective [Complete Action](#) [Reject Action](#) [Edit Action](#)

**Action Assigned To:** [Doane\\_Bob](#)

**Org:** ESHDIV

**Action Description:** test

**Priority:**

**Estimated Completion Date:** JAN 27, 10

**Completion Date:**

**Attachments:**

[Delete Action](#)

**0 Status Update(s) for this action:**

[Add Status Update](#)

Delete	Date	Description	Author
<a href="#">Delete Updates</a>	Est. Completion Date has changed 0 time(s)		

[Back to top](#)

Maintained by: [inassos@lan.gov](mailto:inassos@lan.gov)

**ENTER UPDATES**

Follow the direction for “Search for an Issue” above.

Or, click “Show me all open items assigned to me.”

Go to the issue for which you would like to add a status update. Anyone may enter an update to any item.

DELETE	EVENT #	TYPE	AREA	INSP. DATE	ORG	FINDINGS
<input type="checkbox"/>	<a href="#">INSP-2004-259</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-258</a>	EH&S Department (scheduled)	35 - Accelerator/EH&S Trailer	DEC 17, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-257</a>	EH&S Department (scheduled)	Room: 115 of Bldg: 58	DEC 17, 04	EH&S Safety - Field Supp	0 of 3 open
<input type="checkbox"/>	<a href="#">INSP-2004-113</a>	EH&S Department (scheduled)	92 - Service Building	JUL 30, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-112</a>	EH&S Department (scheduled)	92 - Service Building	JUL 16, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	<a href="#">INSP-2004-105</a>	EH&S Department (scheduled)	92 - Service Building	JUN 04, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-104</a>	EH&S Department (scheduled)	92 - Service Building	JUN 02, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-103</a>	EH&S Department (scheduled)	92 - Service Building	MAY 28, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-102</a>	EH&S Department (scheduled)	92 - Service Building	MAY 12, 04	EH&S Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	<a href="#">INSP-2004-101</a>	EH&S Department (scheduled)	OTHER - OTHER	MAR 18, 04	EH&S Safety - Field Supp	0 of 5 open
<input type="checkbox"/>		EH&S Department	ARC - Amlied Research		EH&S Safety -	n of 5

Click on “Add a Status Update”

Delete	Date	Description	Author
<input type="checkbox"/>	2010-01-27 12:40	Completion Date changed from -blank- to 01/27/2010 Action complete	<a href="#">Doane, Bob</a>

Delete Updates    Est. Completion Date has changed 0 time(s)

Fill in the box with the status update information. Choose the individuals you would like to receive this update. Click the “Add Update” button at the bottom of the page.

**Add Status Update to Corrective Action** [Close]

---

**Add a status update to corrective action : IA-2010-18-01-01**

Links must begin with ' h t t p ( s ) : / / '

**Service Request #** (If any):

---

 Check to send an email verifying this update to the:

- Author** (Doane, Bob)
- Evaluator** (Doane, Bob)
- Issue Owner** (Doane, Bob)
- Action Assigned To** (Doane, Bob)

**Or choose others:**

Abbott, Dave

Abbott, David

Abdel-Rehim, Abdou

Abrahamyan, Sergey

Abudureyimu, Abdurahim Rakhman

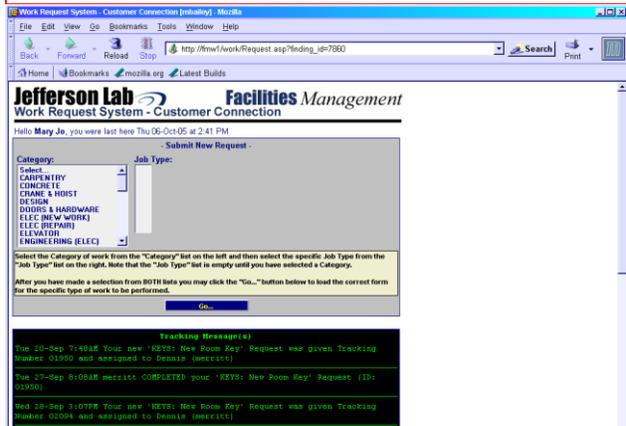
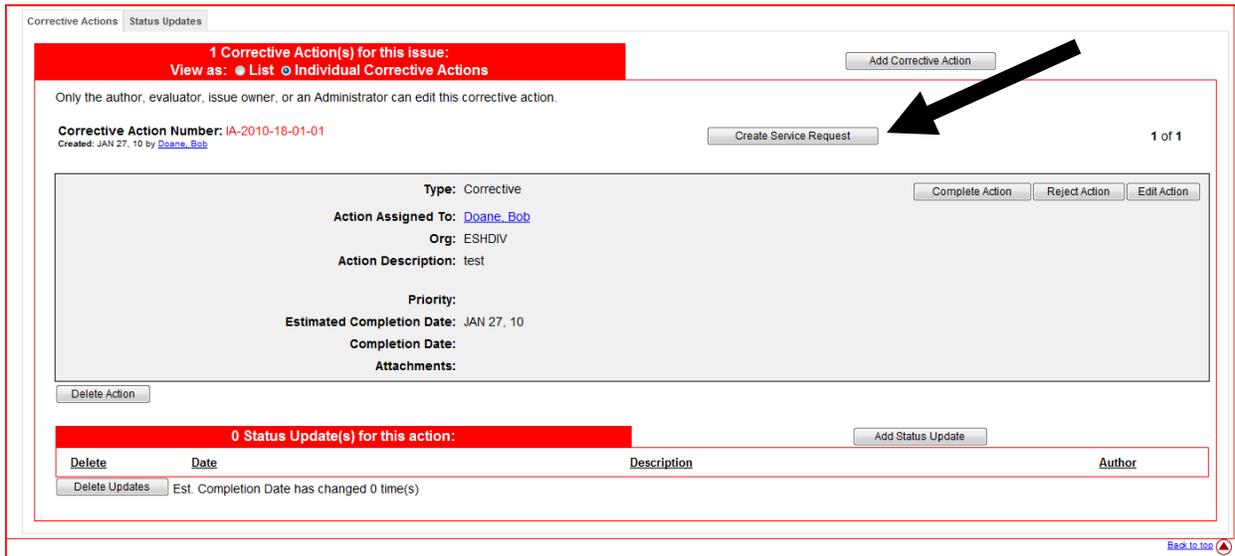
Hold down 'Ctrl' to select multiple names

**Or type other emails in a comma-separated list:**

*Send me a copy of each email sent to the selected parties*

There is also a link to Jefferson Lab’s Facilities Management Work Request System.

Click “Create Service Request”



If you are assigned as an action owner, you will receive an e-mail notifying you. There will be a link within the e-mail which will take you to the appropriate issue.

If, after reading the “Issue Description” and “Corrective Action,” it is determined that a Work Request needs to be submitted to Facilities Management, you may click this button and go directly to their system.

After entering the Work Request, you can then close that screen and go directly back to the CATS page and enter your Status Update stating that you entered a Work Request.

Keep in mind that your action will not be closed until the work has been completed.

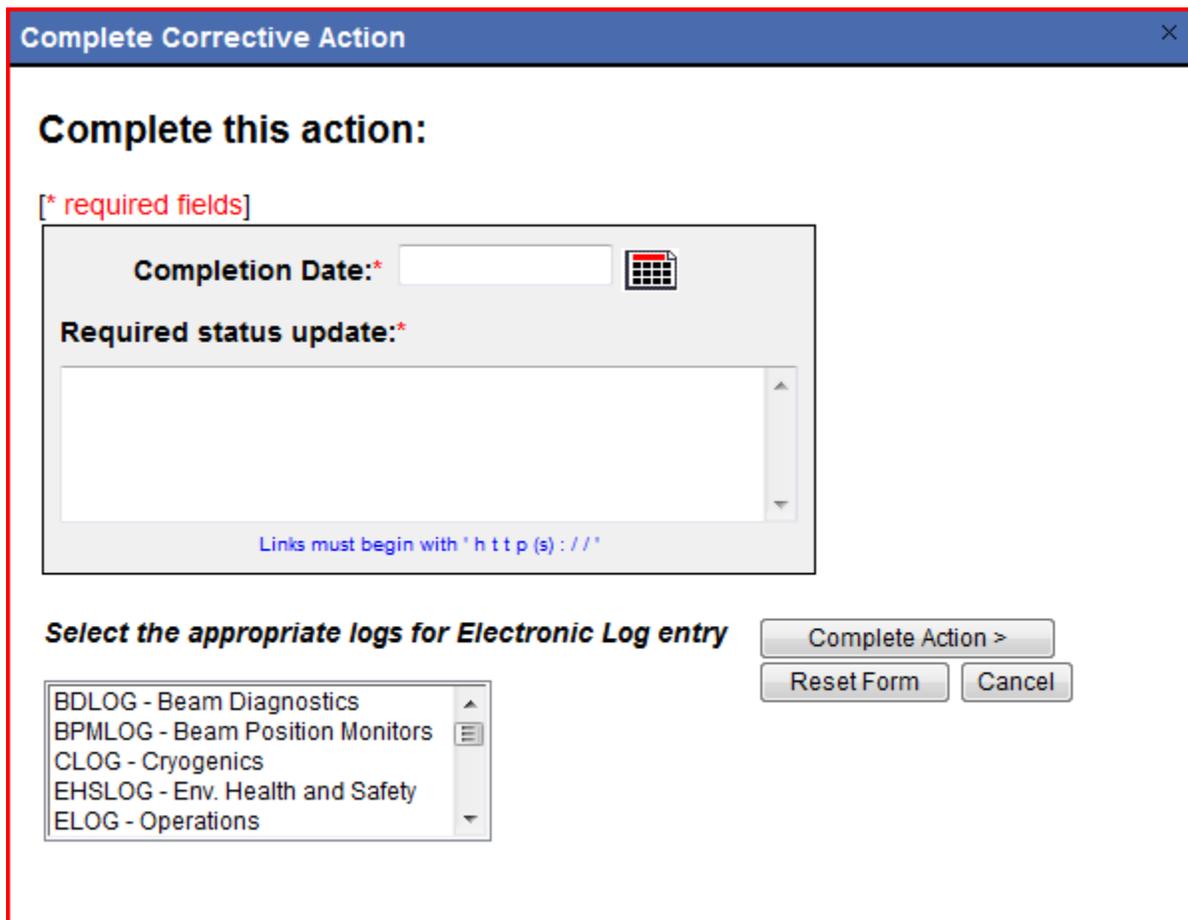
**CLOSING ACTIONS AND ISSUES**

**ACTION:**

An action is closed by the action owner.

When the described action has been completed, *click* the “**Complete Action**” button.

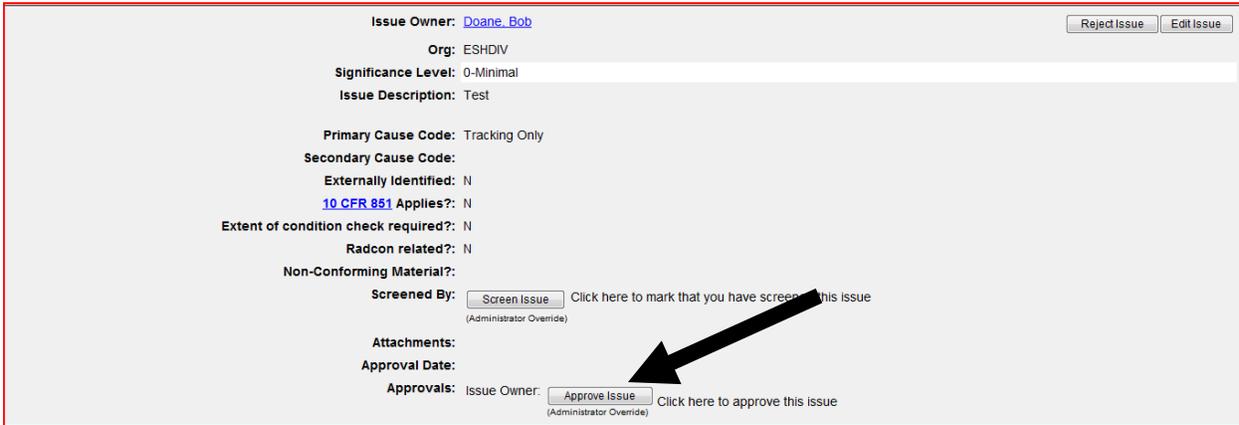
A new window will open.



Fill in the requested information and *click* the “**Complete Action**” button to save.

**ISSUE:**

Once all of the associated actions for an issue have been completed, the issue is ready to be closed. (The Issue Owner determines that all of the actions are satisfactorily completed and closes the issue.) Click the “**Approve Issue**” button.



Issue Owner: [Doane, Bob](#) [Reject Issue](#) [Edit Issue](#)

Org: ESHDIV

Significance Level: 0-Minimal

Issue Description: Test

Primary Cause Code: Tracking Only

Secondary Cause Code:

Externally Identified: N

[10 CFR 851](#) Applies?: N

Extent of condition check required?: N

Radcon related?: N

Non-Conforming Material?:

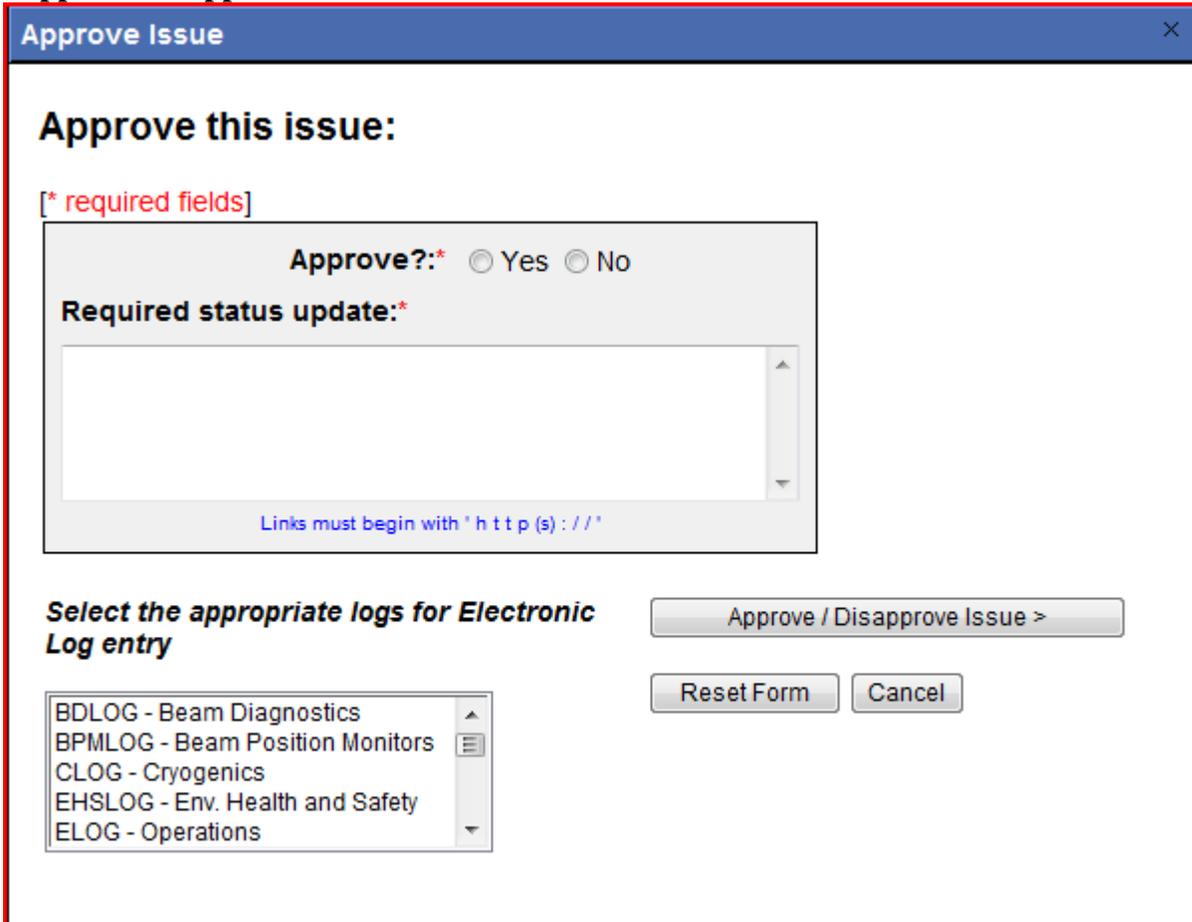
Screened By:  Click here to mark that you have screened this issue  
(Administrator Override)

Attachments:

Approval Date:

Approvals: Issue Owner:  Click here to approve this issue  
(Administrator Override)

The following screen will open. Complete the requested information and click “**Approve/Disapprove.**”



**Approve Issue** ✕

**Approve this issue:**

[\* required fields]

**Approve?\***  Yes  No

**Required status update:\***

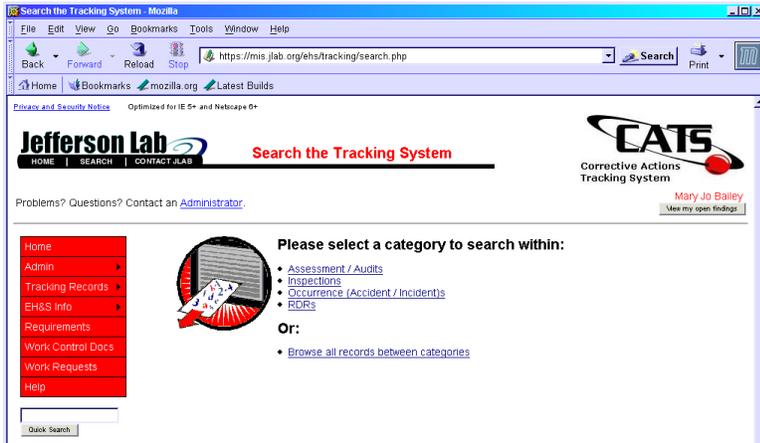
Links must begin with ' h t t p ( s ) : / / '

**Select the appropriate logs for Electronic Log entry**

- BDLOG - Beam Diagnostics
- BPMLOG - Beam Position Monitors
- CLOG - Cryogenics
- EHSLOG - Env. Health and Safety
- ELOG - Operations

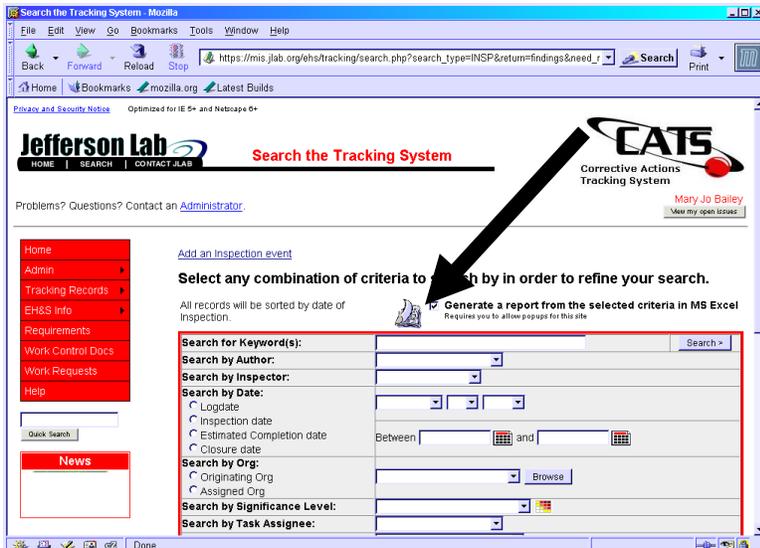
**CREATING REPORTS**

From the Report Page:



Select the category to search within.

At the top and bottom of the page, you will see a check box to generate a report.



Select the items you would like to have in your report.

*(Make sure your Pop-Up menu is enabled for this site.)*

System - Mozilla

Go Bookmarks Tools Window Help

Search the Web Ctrl+Shift+F

Translate Page

Cookie Manager

Image Manager

Popup Manager

Form Manager

Password Manager

Download Manager

Web Development

Switch Profile...

.../tracking/search.php?search\_type=INSP&return=findings&need\_r

Search

Print

**CATS**  
Corrective Actions Tracking System

Mary Jo Bailey  
View my open issues

Add an Inspection event

Select any combination of criteria to search by in order to refine your search.

All records will be sorted by date of Inspection.

Generate a report from the selected criteria in Microsoft Excel  
Requires you to allow popups for this site

Search for Keyword(s):

Search by Author:

Search >

Click "Search"

Report Field Selection - Mozilla

Select which fields you would like to see in your Excel report.

Check All Uncheck All

NOTE: It might take a minute or two to generate the report and fields will be in the order you see here.

Event Record Number

Inspection date

Logdate

Inspection Type

Author

Inspector

Accompanied By

Inspector Org

Area

Safety Warden

Responsible Area Manager

Submit

.../tracking/item\_search\_list.php?search\_type=INSP&item\_type=1&

Search

Print

**CATS**  
Corrective Actions Tracking System

Mary Jo Bailey  
View my open findings

Sort Results:

Sort By Event# DESCENDING Sort

see the full details.

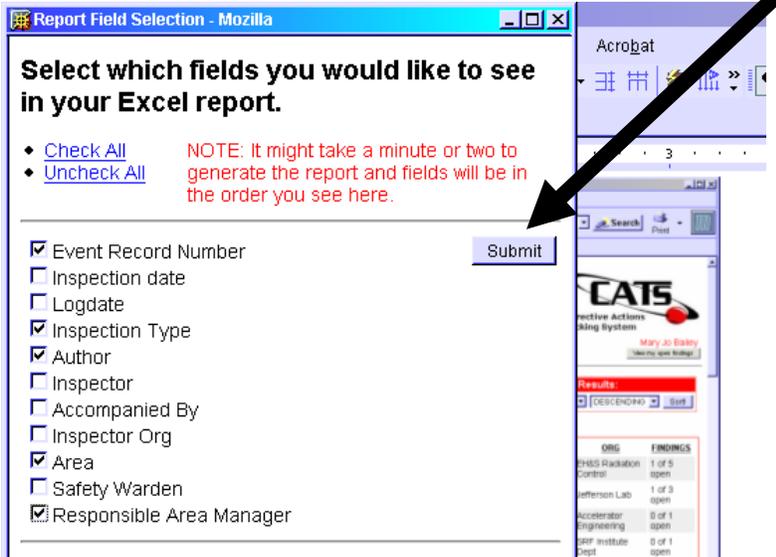
TYPE	AREA	INSP. DATE	ORG	FINDINGS
Internal preservation	OTHER - OTHER	AUG 11, 05	EH&S Radiation Control	1 of 5 open
Internal preservation	525 - Radiation Control Trailer	JUL 20, 05	Jefferson Lab	1 of 3 open
EH&S Department (scheduled)	89 - Accelerator Technical Support (ATSB)	JUN 09, 05	Accelerator Engineering	0 of 1 open
EH&S Department (scheduled)	Room: 279 of Bldg: 58	MAR 29, 05	SRF Institute Dept	0 of 1 open
EH&S Department (scheduled)	Room: 153 of Bldg: 58	MAR 23, 05	SRF Institute Dept	0 of 1 open
EH&S Department (scheduled)	Room: 277 of Bldg: 58	MAR 23, 05	SRF Institute Dept	0 of 1 open

News FIRST

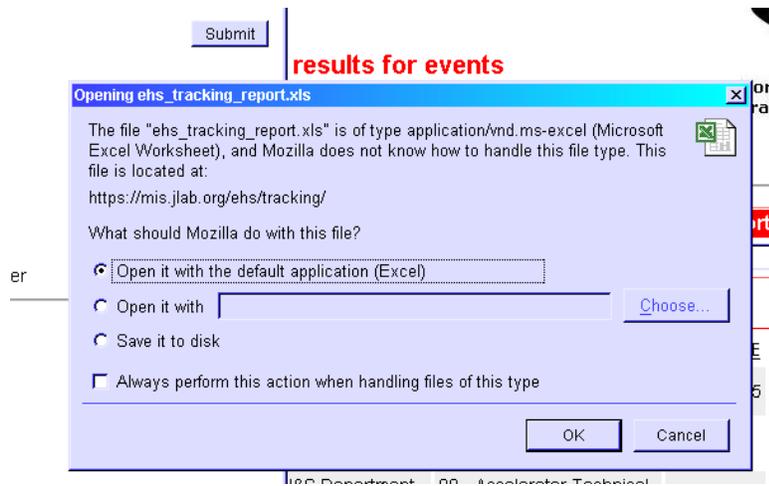
INSP-2005-034 EH&S Department (scheduled) Room: 153 of Bldg: 58 MAR 23, 05 SRF Institute Dept 0 of 1 open

INSP-2005-033 EH&S Department (scheduled) Room: 277 of Bldg: 58 MAR 23, 05 SRF Institute Dept 0 of 1 open

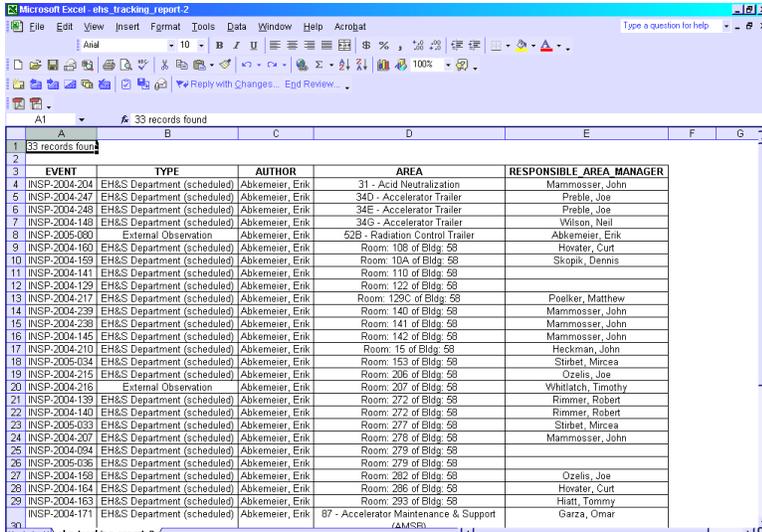
A Pop-Up Box will appear which will display the items available for reporting. Check the items you would like to chart.



Click **“Submit”**



Click “OK”



EVENT	TYPE	AUTHOR	AREA	RESPONSIBLE AREA MANAGER
INSP-2004-204	EH&S Department (scheduled)	Abkemeier, Erik	31 - Acid Neutralization	Mammosser, John
INSP-2004-247	EH&S Department (scheduled)	Abkemeier, Erik	34D - Accelerator Trailer	Preble, Joe
INSP-2004-248	EH&S Department (scheduled)	Abkemeier, Erik	34E - Accelerator Trailer	Preble, Joe
INSP-2004-148	EH&S Department (scheduled)	Abkemeier, Erik	34G - Accelerator Trailer	Wilson, Neil
INSP-2005-000	External Observation	Abkemeier, Erik	52B - Radiation Control Trailer	Abkemeier, Erik
INSP-2004-160	EH&S Department (scheduled)	Abkemeier, Erik	Room: 108 of Bldg: 58	Hovater, Curt
INSP-2004-169	EH&S Department (scheduled)	Abkemeier, Erik	Room: 10A of Bldg: 58	Skopik, Dennis
INSP-2004-141	EH&S Department (scheduled)	Abkemeier, Erik	Room: 110 of Bldg: 58	
INSP-2004-129	EH&S Department (scheduled)	Abkemeier, Erik	Room: 122 of Bldg: 58	
INSP-2004-217	EH&S Department (scheduled)	Abkemeier, Erik	Room: 125C of Bldg: 58	Paolker, Matthew
INSP-2004-239	EH&S Department (scheduled)	Abkemeier, Erik	Room: 140 of Bldg: 58	Mammosser, John
INSP-2004-238	EH&S Department (scheduled)	Abkemeier, Erik	Room: 141 of Bldg: 58	Mammosser, John
INSP-2004-145	EH&S Department (scheduled)	Abkemeier, Erik	Room: 142 of Bldg: 58	Mammosser, John
INSP-2004-210	EH&S Department (scheduled)	Abkemeier, Erik	Room: 15 of Bldg: 58	Heckman, John
INSP-2005-004	EH&S Department (scheduled)	Abkemeier, Erik	Room: 153 of Bldg: 58	Silber, Mircea
INSP-2004-215	EH&S Department (scheduled)	Abkemeier, Erik	Room: 206 of Bldg: 58	Ozalis, Joe
INSP-2004-216	External Observation	Abkemeier, Erik	Room: 207 of Bldg: 58	Whitlatch, Timothy
INSP-2004-139	EH&S Department (scheduled)	Abkemeier, Erik	Room: 272 of Bldg: 58	Rimmer, Robert
INSP-2004-140	EH&S Department (scheduled)	Abkemeier, Erik	Room: 272 of Bldg: 58	Rimmer, Robert
INSP-2005-033	EH&S Department (scheduled)	Abkemeier, Erik	Room: 277 of Bldg: 58	Silber, Mircea
INSP-2004-207	EH&S Department (scheduled)	Abkemeier, Erik	Room: 278 of Bldg: 58	Mammosser, John
INSP-2004-094	EH&S Department (scheduled)	Abkemeier, Erik	Room: 279 of Bldg: 58	
INSP-2005-036	EH&S Department (scheduled)	Abkemeier, Erik	Room: 279 of Bldg: 58	
INSP-2004-198	EH&S Department (scheduled)	Abkemeier, Erik	Room: 282 of Bldg: 58	Ozalis, Joe
INSP-2004-164	EH&S Department (scheduled)	Abkemeier, Erik	Room: 286 of Bldg: 58	Hovater, Curt
INSP-2004-163	EH&S Department (scheduled)	Abkemeier, Erik	Room: 293 of Bldg: 58	Hiatt, Tommy
INSP-2004-171	EH&S Department (scheduled)	Abkemeier, Erik	07 - Accelerator Maintenance & Support (AMSR)	Garza, Omar

Receive your report.

Depending on how savvy you are at Excel, you can provide graphs, charts or manipulate your data just like any spreadsheet.

## **KEY TERMS**

- Access Privilege** – All lab employees can enter the system and make status updates. An administrator can grant higher levels of access privileges to individuals. Higher levels allow authorship rights (creation of events, issues and actions). Such higher level access requires classroom training in CATS use.
- Action** -  
(**Corrective**) An activity that restores a service, item, component, or process to a state of acceptable compliance with specifications, procedures, or regulatory requirements. (Corrective Actions are designated in [CATS](#) within the “Issue Type” pull-down menu.)  
  
(**Preventive**) An activity that prevents a service, item, component, or process from becoming out of compliance with specifications, procedures, or regulatory requirements. (Preventive Actions are designated in [CATS](#) within the “Issue Type” pull-down menu. They have a “Significance Level” 0 or, in rare cases, 1; and their “Primary Cause Code” is generally “continuous improvement” or “tracking only.”)
- Administrator** – A person who has access privileges to delete events and issues (with appropriate approvals) and grant Author access privileges to individuals.
- Author** – A person who enters the event and issues into the CATS System. (NOTE: requires classroom training in CATS use.)
- CATS** – Corrective Action Tracking System.
- Event** – A record of a reportable event, inspection, or assessment (formal audit, review survey, etc.), which generates one or more issues.
- General User** – Can enter events and issues into the system as an Author. (NOTE: requires classroom training in CATS use.)
- Issue** – A process deficiency, regulatory non-compliance, procedure inadequacy, material or equipment deficiency, identified during day-to-day work or by a formal review process. Examples include, but are not limited to, an item, service, part, component, or process that is not functioning correctly (out of compliance or not in accordance with applicable specifications), physical defects, test failures, incorrect or incomplete documentation, and deviations from prescribed instructions, procedures or drawings, etc.
- Issue Owner** - The person assigned by management to monitor completion of a set of actions designed to resolve an issue.
- Response Owner** - The person assigned by management to monitor resolution of a set of issues that resulted in a program or lab-wide deficiency.
- Safety Warden** – Can enter events and issues into the system as an author. (NOTE: requires classroom training in CATS use.)