## Distribution List

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<td>21st March 06</td>
<td>Added new procedure (HSC-PROC-SYS-0008) defining steps to follow when performing Schema Evolution for Databases at ESAC</td>
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| 0.4           | 0.5           | 30th March 06    | - Updated HSC-PROC-SYS-0001  
- Removed details about sourcing the correct environment  
- Updated HSC-PROC-SYS-0002  
- Renamed it to state “connecting to and making use of the development server” (rather than just connecting to a DB on the development server)  
- Clarified that login to the machine should be from your own account i.e. own username/pwd  
- Added a new set of steps to define how to select which release you want to make use of e.g. user release  
- Updated HSC-PROC-SYS-0003  
- Clarified that login to the machine should be from your own account i.e. own username/pwd  
- Clarified the procedure name  
- Created new procedure HSC-PROC-SYS-0008 related to how to perform schema evolution  
- Created new procedure HSC-PROC-SYS-0009 related to updating the HCSS version on the operational system at ESAC  
- Updated DB status in Annex 1 to take into account new schema evolution + deletion of databases.  
- Added Deputy Project Scientists to the phone number list |
<p>| 0.5           | 0.6           | 11th Dec 06      | - Included Procedures for Helpdesk, PHS &amp; HOTAC in support of the KP &amp; GT Ground Segment System Test. |</p>
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<td>16th Jan 07</td>
<td>Updated Helpdesk procedures</td>
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<td>0.7</td>
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<td>Updated all HOTAC related procedures to contain the most recent GUI changes as well as made changes to the text to reflect the operational methodology used for this process. Updated all GUIs to be consistent with the most recent GUI changes in the HCSS 0.4.5 release. Updated the list of procedures in section 1.6. Updated names &amp; contact phone numbers.</td>
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<td>6th June 08</td>
<td>Assigned all Subsystem chapters to be Annexes to allow easier config control whereby the relevant responsibles can update their procedures without impacting on the release of HFOM. Chapter 2 (Herschel System Overview) has been updated to include general Ground Segment information about each centre (extracted from the Ground segment design description document). Chapter 4 (HSC Team Structure) has been updated to reflect the team structure expected during the operations phase. It also addresses expected work to be performed by the team during the various phases of the mission. (extracted from the team structure document). Annex B – New PHS procedures have been added. Annex C – New MPS activities have been added. Annex D – Flow charts have been added for the Data Processing pipeline Annex. Annex F – First attempt to define list of HSCICC interaction procedures. Annex H – New procedures added for Jboss updates related to Mission Config etc.</td>
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1.2 Annex versions .................................................................................................................. 2
1. Overview & Annex Table

1.1 Scope of the document

This HSC Facility Operations Manual (HFOM) has been produced in order to provide a single source of reference for all rules, protocols and procedures to be used by those working in the Herschel Science Centre, from early 2006 until the end of the mission.

This is very much a working document which is being updated on a regular basis to reflect the new procedures being applied within the HSC.

Issue 1.0 of this document contains all procedures used by the Project Scientist Team members of the HSC during the 1st AO process that started on the 1st Feb 2007 and ended on the 4th April 2007. It also includes procedures used by the team in preparation for the HOTAC meeting which is planned for the 30th/31st May 2007.

Issue 1.1 of this document represents the procedures as existed at the time of the Ground Segment Readiness Review. In addition configuration control issues are addressed in separating the procedures from the actual document itself in that they are all placed in annexes which allows procedures to be re-issued without an issue of the HFOM.

Issue 1.2 of this document contains the procedures in use by the HSC for SIMS-2 & Launch.

Issue 1.3 of this document contains the procedures in use by the HSC for the PV phase.

Issue 2.0 of this document contains the procedures in use by the HSC for the early part of the Routine Phase.

All Procedures referred to in the following page can be found on the wiki at:

http://www.herschel.be/twiki/bin/view/HSC/HFOMprocedures
### Annex versions

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Please note: Issue numbers shown for online documents are version numbers for the original [online version](http://www.herschel.be/twiki/bin/view/Hcss/CoreHcss).