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| Traveler Title | AUPCAV Bare Cavity Shipping Traveler |
| Traveler Abstract | This traveler outlines the steps for shipping bare RFD cavities from JLab |
| Traveler ID | AUPCAV-CMA-CAVB-SHIP |
| Traveler Revision  | R1 |
| Traveler Author | huque |
| Traveler Date | 24-Jun-25 |
| NCR Informative Emails | Areilly,jared |
| NCR Dispositioners | Huque,fischer  |
| D3 Emails | Huque,fischer |
| Approval Names | Naeem Huque | Jared Martin | John Fischer |  |
| Approval Signatures |  |  |  |  |
| Approval Dates |  |  |  |  |
| Approval Title | Author | Reviewer | Group Lead |  |

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| References | List and Hyperlink all documents related to this traveler. This includes, but is not limited to: safety (THAs, SOPs, etc), drawings, procedures, and facility related documents. |
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| Revision Note |  |
| R1 | Initial release of this Traveler. |

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| Step No. | Instructions | Data Input |
| 1 | Enter Cavity serial number | [[CAVBSN]] <<CAVBSN>> |
| 2 | Has Shipping Form been completed and approved? | [[ShipFormTech,SRF]] <<SRF>>[[FIELDNAME\_SRF,SRF]] <<SRF>>[[ShipFormCheck]] <<YESNO>>[[ShipFormTime]] <<TIMESTAMP>>[[ShipFormComm]] <<COMMENT>> |
| 3 | Has Pansophy Shipping Form been completed? | [[PanShipFormTech,SRF]] <<SRF>>[[PanShipFormCheck]] <<YESNO>>[[PanShipFormTime]] <<TIMESTAMP>>[[PanShipFormComm]] <<COMMENT>> |
| 4 | Upload Commercial Invoice, and send it via email to the recipient. | [[CommInv\_Tech,SRF]] <<SRF>>[[CommInv\_Time]] <<TIMESTAMP>>[[CommInv\_File]] <<FILEUPLOAD>>[[CommInv\_Comm]] <<COMMENT>> |
| 5 | Upload images of cavity in the crate. | [[CavImage\_Tech,SRF]] <<SRF>>[[CavImage\_Time]] <<TIMESTAMP>>[[CavImage\_File]] <<FILEUPLOAD>> |
| 6 | Install and start accelerometer. | [[Accel\_Tech,SRF]] <<SRF>>[[Accel\_Time]] <<TIMESTAMP>>[[Accel\_Comm]] <<COMMENT>> |
| 7 | Transport the crate to Shipping and Receiving | [[Shipping\_Tech,SRF]] <<SRF>>[[Shipping\_Time]] <<TIMESTAMP>>[[Shipping\_Comm]] <<COMMENT>> |
| 8 | Inform Inventory Group that the cavity may be checked out of PRIMeS. | [[Inv\_Tech,SRF]] <<SRF>> |