

BEAMS DIVISION ADMINISTRATIVE PROCEDURE

BDAP-11-0002

CLOSURE OF SAFETY REVIEW RECOMMENDATIONS TO BEAMS DIVISION HEAD

RESPONSIBLE DEPARTMENT Headquarters

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1.0 PURPOSE AND SCOPE

The purpose of this procedure is to describe how the Beams Division (BD) Head ensures that all safety review recommendations are properly addressed before approving issuance of a beam permit. It also ensures that actions taken in response to formal safety review recommendations are properly documented. This procedure is particularly important for permits for initial operation of new facilities.

This procedure specifically covers the following safety reviews:

- External reviews
 - Accelerator Readiness Review (by Fermilab ES&H Section)
 - Technical Safety Review (by DOE)
 - Radiation Safety Interlock System approvals (by Fermilab ES&H Section)
- Internal reviews
 - MI Safety Review Committee reviews
 - BD Shielding Review Committee reviews

At the discretion of the BD Head, the procedure may be applied to other types of safety reviews not directly associated with beam permits.

2.0 INSTRUCTIONS

2.1 SUBMISSION AND REVIEW OF REPORTS

- a. The safety review committee submits to the Beams Division Head a written final report containing the committee's findings and recommendations.
- b. The Division Head reviews the final report and accepts/rejects the recommendations.
- c. The Division Head assigns each recommendation to one or more BD department heads for response.
- d. If deemed appropriate, the Division Head arranges for the results of the review to be entered into ESHTRK.

2.2 ACTION PLAN DEVELOPMENT

- a. The department heads prepare written action plans to close out assigned recommendations and submit them to the Division Head.
- b. The Division Head may request the safety review committee and/or other entities (e.g., ES&H Department) to comment on the adequacy of the written corrective action plans.
- c. The Division Head approves/disapproves action plans and notifies affected department heads.

2.3 ACTION PLAN IMPLEMENTATION AND CLOSEOUT

- a. The department heads implement the approved action plans.
- b. The department heads provide written evidence to the Division Head that all action plan items have been completed.
- c. The Division Head may request the safety review committee and/or other entities (e.g., ES&H Department) to verify closure of the recommendations when actions are reported by department heads as complete.
- d. When the Division Head is satisfied that all corrective actions have been satisfactorily completed and documented, he/she may issue a beam permit.
- e. At this point, the Division Head arranges for any recommendations entered into ESHTRK to be closed out.

2.4 DOCUMENTATION

The safety review committee report, recommendation closeout action plans, safety review committee's comments on recommendation closeout action plans and the Division Head's written acceptance of recommendation closeout actions must be filed along with the signed beam permit in the Beams Division Headquarters beam permit file.

3.0 DISTRIBUTION

An electronic controlled copy of this procedure is maintained on AD/MAIN ETHERNET:AD Net Server:AD_Docs.