

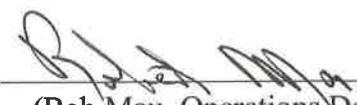
ACCELERATOR DIVISION DEPARTMENT PROCEDURE

OPERATIONS DEPARTMENT

ADDP-OP-0200

GENERAL SEARCH AND SECURE PROCEDURE

PREPARED BY  DATE 3/26/09
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APPROVED BY  DATE 4-1-09
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REVIEW AND CONCURRENCE RECORD

REVIEWED BY Michael Gerardi DATE 3-27-09
(Mike Gerardi, ES&H Radiation Safety Officer)

REVIEWED BY John Anderson DATE 4/1/09
(John Anderson, ES&H Senior Safety Officer)

PURPOSE AND SCOPE

- 1.1 The primary objective of a search and secure of an enclosure is to ensure that the enclosure is clear of people before establishing beam to that enclosure.
- 1.2 The secondary objective of a search and secure is to inspect the enclosure, safety interlock system, and hardware to ensure that it is in proper operating condition before establishing beam to that enclosure.
- 1.3 No other work will be done while performing a search and secure.

2.0 RESPONSIBILITIES

- 2.1 It is the responsibility of each operator involved in the search and secure to be controlled access qualified and search and secure qualified for that enclosure. Additional operators may be allowed to participate for search and secure training purposes if under the constant supervision of a qualified search and secure individual.

3.0 PREREQUISITES

- 3.1 A minimum of two operators are required to perform a search and secure. The crew chief must verify that all members of the search and secure team are search and secure qualified according to the Operations Department qualification process.
- 3.2 There are search and secure maps for each enclosure that indicate the specific search and secure sequence and additional instructions for that enclosure. Refer to these maps to find how many additional people, if any, are required.
- 3.3 Each person performing the search and secure must have a controlled access key for the enclosure.
- 3.4 At least one operator performing the search and secure must have a reset key for the enclosure.

4.0 INSTRUCTIONS

- 4.1 The secure team will proceed with the search and secure by carefully looking above, under, behind, in front, and inside any spaces where there might be a person.
- 4.2 At any location where two members of the secure team split up to reset an interlock box or to check an area, one member must hold the secure while the other completes the task. This ensures that no one enters previously secured areas.
- 4.3 The secure team proceeds through the enclosure resetting each interlock box sequentially according to the sequence indicated on the search and secure map.
- 4.4 The search and secure team must verify that all doors lock from the outside, all gates latch, safety interlocks function, all scram switches are enabled, rad gates are intact, etc. If at any time during the search and secure, the secure team finds a safety interlock that does not operate properly or the secure is compromised, they must stop the search and secure and notify the crew chief. The crew chief will notify AD/ES&H Interlock Group.
- 4.5 The AD/ES&H Department will occasionally place life-size *dummies* into the enclosure for the search and secure team to discover. If the secure team finds one or more safety *dummies*, it should note the location, finish the secure, and return the *dummy* to a designated AD/ES&H location.
- 4.6 Upon completing the secure, the secure team must verify that the “Enclosure Interlocked” sign is flashing. If this is not the case, the secure team must notify the crew chief.

5.0 EXTRA-DIVISIONAL DISTRIBUTION

None.