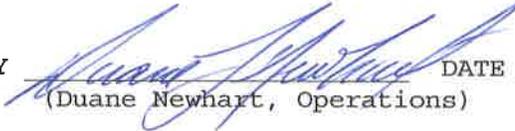


ACCELERATOR DIVISION DEPARTMENT PROCEDURE

OPERATIONS DEPARTMENT

ADDP-OP-0400

Access to Critical Device Cabinet Key

PREPARED BY  DATE 3/26/09  
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APPROVED BY  DATE 4-1-08  
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REVIEW AND CONCURRENCE RECORD

REVIEWED BY



DATE

4/1/09

(John Anderson, ES&H Department Head)

## 1.0 PURPOSE AND SCOPE

1.1 This procedure is to be followed when it is necessary to use the "Critical Device Cabinet Key" located in Crew Chief Cabinet #1 at the Main Control Room.

1.2 Whenever any maintenance is done on a Critical Device, a Critical Device Test must be performed before the device is operated. This is done to ensure that the work done on the supply did not affect its function as a Critical Device. The exact nature of the test is specified by the Accelerator Division ES&H Department.

## 2.0 INSTRUCTIONS

2.1 The Crew Chief can issue the Critical Device key. Upon issuing the Critical Device key the Crew Chief will contact the RSO or alternatly the SSO. The Crew Chief and user will confer with the RSO or alternatly the SSO for key instructions.

2.2 Log the following information:

- \* The reason for using the key
- \* The date
- \* The time signed out
- \* The name of the person using the key
- \* The name of the person who authorized use of the key

2.3 The RSO or alternatly the SSO will instruct the Crew Chief in what must be done to test the critical device. ***(Refer to the Critical Device web page when conferring with the RSO or SSO. This page is maintained by the ES&H department.)***

2.4 When the work on the critical device is complete make appropriate log entries stating the type of Critical Device test and its results.

