

NLCTA Operator Workbook

Preface

This workbook details the many of the requirements for becoming a NLCTA operator. Use the workbook to track your progress. Complete Section 1.0 first. Complete the rest of the checkoffs in order of availability.

You must be evaluated by a Qualified Operator. When you have completed an item, have a Qualified Operator initial the blank next to the item. If you do not understand what is necessary to complete a training item, ask the Safety Officer.

Give your completed workbook to the Safety Officer who will then update your training record [02-04-02] and archive the workbook as your record of completion.

Approval of this workbook

_____	_____
NLCTA Operations Manager	Date
_____	_____
NLCTA Safety Officer	Date
_____	_____
Accelerator Department Safety Office	Date

1. Required Reading

Read the following documents; then initial the space next to the document name. After you have completed reading and initialing the complete set, get a Qualified Operator's check-off.

_____ Search and Secure Procedure (02-03-01)

_____ Entry and Exit Procedure (02-03-02)

_____ PPS Interlock Checklist (02-03-03)

Qualified Operator (Signature/Date): _____

2. Operating the PPS Controls

Receive training from a Qualified Operator on operating the PPS controls.

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to operate the NLCTA PPS controls.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

_____ Enter and exit the NLCTA enclosure in all applicable access states.

_____ Locate and name the NLCTA PPS controls.

_____ Operate the NLCTA PPS controls in the following access states.

_____ Permitted access

_____ Controlled access

_____ Restricted access

_____ No access

_____ Operate the NLCTA PPS controls during a search of the enclosure.

_____ Insert or turn off, and remove or turn on, all required PPS stoppers.

_____ Keep appropriate records during a search of the NLCTA enclosure.

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Practical)

3. Searching the PPS Enclosure

Review the Search and Secure Procedure.

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to lead a search of the NLCTA enclosure.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

Understand the purpose of a search of the NLCTA enclosure. _____

Describe when searching is required for the NLCTA enclosure. _____

Be familiar with the NLCTA enclosure and identify the enclosure, and passages. _____

Act as search team leader and do the following:

- Assure the search procedure for the NLCTA enclosure is followed properly. _____
- Prepare himself/ herself and any other search team members before starting a search of the NLCTA enclosure. _____
- Coordinate activities with the PPS operator for the NLCTA enclosure. _____

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Practical)

4. Checking the PPS Interlocks

Review the NLCTA PPS Interlock checklist.

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to perform a PPS interlock check of the NLCTA enclosure.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

Describe the purpose of PPS interlock checks. _____

Describe when PPS interlock checks are required. _____

Describe the proper operating conditions while conducting PPS interlock checks. _____

Locate all PPS Interlock items for the enclosure. _____

Carefully inspect the PPS interlock items for the enclosure. _____

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Practical)

4. Operating the Experimental Hall PPS Controls

Receive training from a Qualified Operator on operating the PPS controls.

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to operate the Experimental Hall PPS controls.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

_____ Enter and exit the Experimental Hall enclosure in all applicable access states.

_____ Locate and name the Experimental Hall PPS controls.

_____ Operate the Experimental Hall PPS controls in the following access states.

_____ Permitted access

_____ Controlled access

_____ No access

_____ Operate the Experimental Hall PPS controls during a search of the enclosure.

_____ Insert or turn off, and remove or turn on, all required PPS stoppers.

_____ Keep appropriate records during a search of the Experimental Hall.

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Practical)

5. Searching the Experimental Hall PPS Enclosure

Review the Search and Secure Procedure.

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to lead a search of the Experimental Hall enclosure.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

Understand the purpose of a search of the Experimental Hall enclosure. _____

Describe when searching is required for the Experimental Hall enclosure. _____

Be familiar with the Experimental Hall and identify the enclosure, and passages. _____

Act as search team leader and do the following:

- Assure the search procedure for the Experimental Hall is followed properly. _____
- Prepare himself/ herself and any other search team members before starting a search of the Experimental Hall. _____
- Coordinate activities with the PPS operator for the Experimental Hall. _____

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Practical)

6. Checking the Experimental Hall PPS Interlocks

Review the NLCTA PPS Interlock checklist.

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to perform a PPS interlock check of the Experimental Hall.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

Describe the purpose of PPS interlock checks. _____

Describe when PPS interlock checks are required. _____

Describe the proper operating conditions while conducting PPS interlock checks. _____

Locate all PPS Interlock items for the enclosure. _____

Carefully inspect the PPS interlock items for the enclosure. _____

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Practical)

7. Applying Hazard Control Lockout

Review the NLCTA Hazard Lockout Program [02-03-10]

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to lockout Beamline Hazards in the NLCTA Enclosure.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

Describe the purpose LOTO. _____

Locate the location of the hazard control lockout locations. _____

Know how to remove AC Power and apply locks. _____

Locate control key and its use. _____

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Simulated) / (Practical)

8. Testing an Electrical Hazard

Read the NLCTA Electrical Hazard Test Procedure and Testing Authorization Form (02-03-04).

Demonstrate to a Qualified Operator that you have accomplished the following objectives and you have the ability to lead an electrical hazard test in the NLCTA enclosure.

When you have successfully completed each item, have a Qualified Operator initial the blank. After all objectives have been accomplished, have a Qualified Operator sign off below.

Understand the purpose of an electrical hazard test in the NLCTA enclosure. _____

Describe when searching is required for the NLCTA enclosure. _____

Be familiar with the NLCTA enclosure and identify the hazards involved in an electrical hazard test. _____

Act as a Safety Watch and do the following:

- Assure the search procedure for the NLCTA enclosure is followed properly. _____
- Prepare himself/ herself and any other team members before starting an electrical hazard test of the NLCTA enclosure. _____
- Supervise any other electrical hazard test team members during an electrical hazard test in the NLCTA enclosure. _____
- Coordinate activities with the PPS operator for the NLCTA enclosure. _____
- Assure that appropriate records are maintained during an electrical hazard test in the NLCTA enclosure. _____
- Act as the PPS console operator for an electrical test in the NLCTA enclosure. _____

Qualified Operator (Signature/Date): _____

Circle type of evaluation: (Simulated) / (Practical)