

Management System: Nuclear and Facility Safety		
Subject Area: Accelerator Safety		
Procedure: Accelerator Readiness Reviews		
Major Revision Date: Mar 19, 2012	Subject Matter Expert: Stuart Martin	Management System Owner: Michael Stafford

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1.0 Applicability

This procedure applies to all line managers and staff at the Oak Ridge National Laboratory (ORNL) that operate **accelerator facilities** as delineated in the [introduction](#) to this subject area. **Accelerator Readiness Reviews** (ARRs) are required to be performed before DOE approval for **commissioning** and routine operation and as directed by the DOE Program Secretarial Officer or a DOE Field Element Manager as specified in DOE O 420.2C.

2.0 Required Procedure

IMPORTANT: The numbered steps in SBMS procedures are requirements. Notes within a step may contain non-mandatory guidance, recommendations, or additional information for the user.

Step 1	Line management ensures readiness activities are complete, including procedure revisions and training with clearly defined roles and responsibilities and any necessary physical changes to the facility.
Step 2	Line management requests a review by an appropriate review committee . This committee, in cooperation with line management, establishes the schedule and scope of the ARR.
Step 3	The appropriate review committee conducts the ARR to ensure facilities are adequately prepared for safe commissioning and/or operations. The ARR must include verification that the following are in place: <ul style="list-style-type: none"> • A Contractor Assurance System that maintains an internal assessment process, • A Facility Configuration Management Program that is related to accelerator safety, and • Credited controls and appropriate administrative processes related to accelerator safety. <p>Note: The ARR should be conducted after all known tasks necessary for readiness have been completed. The ARR is not to be used as an aid to achieve readiness, but rather to verify readiness.</p>
Step 4	The appropriate review committee conducts the ARR and reports to the appropriate Associate Laboratory Director (ALD) any issues observed during the ARR.
Step 5	After any issues are adequately addressed, the appropriate ALD submits a letter to DOE communicating that the accelerator is ready for commissioning and/or operations.
Step 6	Upon DOE approval, line management may begin commissioning and/or operations activities as appropriate.

3.0 Suggested Guidelines

4.0 References

[DOE Order 420.2C, Safety of Accelerator Facilities](#)

5.0 External/Internal Requirements

[DOE O 420.2C](#)

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