Management System: Nuclear and Facility Safety		
Subject Area: Accelerator Safety		
Procedure: Safety Assessment Document Development and Maintenance		
Major Revision Date: **Mar 19, 2012**	Subject Matter Expert: Stuart Martin	Management System Owner: Michael Stafford

1.0 Applicability

This procedure applies to all line managers at the Oak Ridge National Laboratory (ORNL) who operate **accelerator facilities** as delineated in the introduction to this subject area.

The accelerator at the Oak Ridge Electron Linear Accelerator (ORELA) facility is in a non-operating status. Therefore, the ORELA facility is not required to have a **Safety Assessment Document** (SAD) that meets the requirements of this procedure.

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 that a SAD is developed for applicable operating accelerator facilities. The SAD represents the technical basis for the **Accelerator Safety Envelope** (ASE) and: • identifies hazards and associated onsite and offsite impacts to workers, the public, and the environment for normal operations and credible accidents; • contains sufficient descriptive information and analytical results pertaining to specific hazards and risks identified during the **safety analysis** process to provide an understanding of risks presented by the proposed operations; • provides detailed descriptions of engineered controls (e.g., interlocks and physical barriers) and administrative measures (e.g., training) taken to eliminate, control, or mitigate hazards from operation; and • includes or references a description of facility function, location, and management organization in addition to details of major facility components and their operation. **Note:** The SAD should be prepared early in the life of a project in order to facilitate the timely identification of safety issues and to promote the integration of safety into the design. A tailored approach should be followed in determining the level of detail to be provided in the SAD commensurate with the facility complexity, the potential hazards, and the risks associated with facility operation.
Step 2	An **appropriate review committee** reviews the SAD and works with line management, as needed, to resolve comments.
Step 3	The appropriate Associate Laboratory Director (ALD) approves the SAD.
Step 4	Line management ensures the SAD is maintained current and is updated as required to account for engineering or administrative modifications affecting the SAD content.

3.0 Suggested Guidelines

DOE G 420.2-1, Accelerator Facility Safety Implementation Guide for DOE O420.2B, Safety of Accelerator Facilities

4.0 References

DOE Order 420.2C, Safety of Accelerator Facilities
DOE G 420.2-1, Accelerator Facility Safety Implementation Guide for DOE O420.2B, Safety of Accelerator Facilities

5.0 External/Internal Requirements

DOE O 420.2C

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