

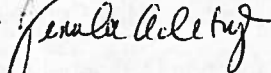


Quality Assurance / Training
ESH&Q
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Memorandum

May 26, 2016

To: All Fermilab Division/Section Heads

From: Jemila Adetunji, Quality Assurance/Training Manager 

Subject: Booster Controlled Access Procedure Violation Recommendations

As a result of a Controlled Access violation in the Booster accelerator that occurred on March 1, 2016, eight (8) recommendations were identified from the investigation which was completed on April 29, 2016. The purpose of this memo is to effectively communicate to all individuals who may be impacted by the implementation of the recommendations which have been communicated and assigned to various responsible parties. Please see the summary of items in the table below. The items can be found in iTrack: Review # 45246. The ORPS Report and other investigation related documentation can be found in ESH&Q DocDB Document #3237.

iTrack Item ID #	Item Description	Responsible D/S	Status
94904	Continue to Enforce Interim Corrective Action Continue to enforce the interim corrective action, put in place March 2, 2016, that requires individual Controlled Accesses to be performed by only two people, pending implementation of improved Controlled Access training and approval of engineered or administrative controls by the Chief Safety Officer.	Accelerator Division	Closed
94905	Improve Management of Controlled Access Process in the MCR Improve the management of the Controlled Access process in the Main Control Room and other locations. Consideration shall be given to the conduct of an independent review. Develop an implementation plan for solutions found to be of merit.	Directorate	Open
94906	Update Fermilab Controlled Access Training Update Fermilab Controlled Access training to more clearly communicate the crucial requirements including the necessity of possessing the correct Controlled Access key, and remove the ability for workers to proceed directly to the challenge exam without viewing training materials.	ESH&Q	Open

94907	Investigate Administrative and Engineered Solutions Continue to investigate the practicality of administrative and engineered solutions at enclosure entrances, and implement those found to be of merit.	Accelerator Division	Open
94908	Establish Spot Checks Establish a method of spot checks of actual practice of the Controlled Access procedures.	ESH&Q	Open
94909	Institute Personnel Accountability Measures Institute personnel accountability measures, ranging from revocation of training up to and including termination, for workers and management for failure to implement Controlled Access Policy.	ESH&Q	Open
94910	Communicate Corrective Actions Communicate planned corrective actions resulting from the current investigation to all individuals at Fermilab who are involved in Controlled Accesses.	ESH&Q	Open (to be closed with the distribution of this memo)
94911	Establish Program for Reviewing Effectiveness of Corrective Actions Establish a program for reviewing the effectiveness of other corrective actions and changes implemented as a result of this investigation after implementation has occurred.	ESH&Q	Open

It is imperative that we seize the moments to learn from our incidents, as well as near misses, identify the opportunities to improve, and work together to improve. Feel free to contact Matt Quinn, who served as the Team Leader for the Controlled Access Violation Investigation Team for questions regarding these recommendations.

cc John Anderson Jr., AD
 J. Donald Cossairt, ESH&Q
 Amber Kenney, Deputy CSO
 Martha Michels, CSO
 Duane Newhart, AD
 Matthew Quinn, ESH&Q

 Eugene Schmidt, PD
 Wayne Schmitt, AD
 Maddie Wolter, ESH&Q
 Chuck Worel, AD
 Kathy Zappia, ESH&Q
 Fermilab Controlled Access Trainees



Quality Assurance / Training
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Memorandum

May 26, 2016

To: All Fermilab Controlled Access Trainees

From: Jemila Adetunji, Quality Assurance/Training Manager *Jemila Adetunji*

Subject: Booster Controlled Access Procedure Violation Recommendations

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