

If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

4.1.a C-A Gate Security Log Sheet Form

C-A-OPM procedures in which this attachment is used		
4.1		
4.44		
4.46		

Approved by: _____ ***Signature on File*** _____
 Collider Accelerator Department Chairman Date

P. Ingrassia

GATE WATCH PROCEDURE / TRAINING RECORD

5.2.2 Making entries -- GATE WATCH REQUIREMENTS

5.2.2.1 Require every entrant to fill out the AGS Security Gate Log Sheet AND collect Token Card.

5.2.2.1.1 Token Cards are NOT required for PASS enclosures. The entrant shall carry the token (CA key).

5.2.2.1.2 The gate watch shall write "RW-1" or "ID" or "CA #" in the "ID /CA#" Column as appropriate on the [C-A Gate Security Log Sheet](#)

5.2.2.1.2.1 Entry into a PASS enclosure requires the Gate Watch to enter the key number (stamped on the key) in the ID/CA# column. The gate watch shall NOT write EB014, EB010, etc.

5.2.2.1.3 The gate watch shall "initial in" each person who enters (WATCH INITIAL IN column) after they observe the entrant go through the gate.

5.2.2.2 Permit entrants to enter one at a time

5.2.2.2.1 In the AGS, Booster, and SEB, group leaders may use their individual AA256A keys to unlock the gate

5.2.2.2.2 In PASS enclosures the entrant shall possess a CA key and operate the key to open the door.

Note:
IF the gate was opened for four hours or if the number of entries equals 26 THEN a sweep or cursory sweep is indicated. The gate watch informs the OC if a sweep is indicated and the OC shall decide when to sweep the enclosure.

5.2.2.2 As each worker exits the primary area they shall sign out on the gate log.

5.2.2.3.1 Gate Watch shall "initial out" each person who exits (WATCH INITIAL OUT column) AFTER they sign out and then return the persons Token card, if a card was taken.

5.2.2.3.2 IF an error occurs on the gate log during signout, THEN the gate watch stander and entrant shall correct the form, by rewriting the corrupted line.

5.2.2.3.3 Report to the OC any failures or possible failures to log in or log out.

5.2.2.3.4 Tell entrants to PASS enclosures to return CA keys to MCR.

5.2.3 Relieving the Gate Watch

5.2.3.1 IF a gate is to be open for an hour or more, THEN the OC shall endeavor to relieve the Gate Watch stander be relieved hourly.

5.2.3.2 Shift Operations Group members, trained in this procedure can assume the gate watch.

5.2.3.3 IF the person relieving the gate watch is not a member of the Shift Operations Group or has not been trained, THEN they must be trained in gate watch paragraph 5.2.2. (Gate Watch Procedure Training Record on back of "C-A Gate Security Log Sheet).

5.2.3.3.1 Training consists of step by step review of paragraphs 5.2.2 and 5.2.3 conducted by a member of the Shift Operations Group. The Shift Operations Group member shall sign the appropriate line on the back of the gate watch log stating that the person is trained.

5.2.3.3.2 Only Shift Operations Group members may act as trainers.

5.2.3.3.3 Gate Watch training for persons who are not members of the Shift Operations Group is valid for ONE day. They must be trained each time they assume gate watch duties.

5.2.3.3.4 ONLY CAS/MCR personnel may relieve other CAS/MCR personnel standing gate watch at MCR_7 during Remote Controlled Access (RCA).

5.2.3.4 Trained Gate Watch reliever shall:

Note:
The person standing gate watch may not leave the gate until relieved by a Shift Operations Person who will assume the gate watch, train a new gate watch, or reset the gate.

5.2.3.4.1 sign in on the Gate Security Log Sheet.

5.2.3.4.2 Assume control of all Token cards under the control of the gate watch.

5.2.3.4.3 Conduct the gate watch according to paragraphs 5.2.2.

5.2.3.4.4 Not train a new gate watch if they (the gate watch stander) is not a member of the Shift Operations Group.

5.2.3.4.5 Not reset the gate if they (the gate watch stander) is not a member of the Shift Operations Group.

5.2.3.4.6 At the end of the gate watch tour, transfer control of Token cards to the relieving person.

5.2.3.4.7 Sign and initial out on the Gate Security Log Sheet.

Gate Watch Trainee (sign name below) I have reviewed and understood the gate watch procedure (paragraph 5.2.2) and the Gate Watch reliever responsibilities (paragraph 5.2.3.4):
Signature of Gate Watch Trainee _____
Signature of trainer: _____