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C-A OPERATIONS PROCEDURES MANUAL

9.10 C-AD Security Committee (CSC) Policy and Requirements

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Hand Processed Changes

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

E. Lessard

9.10 C-AD Security Committee (CSC) Policy and Requirements

1. Purpose

- 1.1 To ensure that appropriate security practices are implemented within the C-AD complex in order to protect government property. This procedure is intended to help ensure workers are consulted, informed and trained on all aspects of security associated with their work.

2. Responsibilities

- 2.1 The C-AD Security Committee (CSC) shall encourage, initiate, and periodically monitor, improvements in security practices at C-AD.
- 2.2 The CSC shall meet at a minimum of once per quarter.
- 2.3 Division Heads shall elect members who are not in a supervisory or management position to the CSC Committee. CSC members should serve a maximum of three (3) years. The Committee membership shall be made of worker representatives of the following Divisions (number of CSC numbers) at C-AD:
 - Accelerator Division (1)
 - Experimental Support & Facilities Division (1)
 - Controls Division (1)
- 2.3.1 The CSC Chair shall, depending on subject matter, request members from other C-AD or BNL groups to attend specific meetings,
 - arrange meetings, record minutes and make recommendations to the Department Chair,
 - serve as a communications mechanism to and from C-A and BNL groups and C-A management,
 - shall ensure security issues and/or concerns raised by either C-AD or non-C-AD workers via emails, telephone calls, or in person discussions, are addressed, and when appropriate, brought to the attention of the CSC.
 - Assign a responsible person to close out assigned action items. C-AD FATS shall be used to track items to closure.

3. Prerequisites

None

4. Precautions

None

5. Procedure

5.1 The CSC Chair shall schedule meetings and prepare an agenda.

5.2 The CSC Chair, or designee, shall record the salient points of the meeting in the form of minutes and forward them to the members, Department Chair, Associate Chair for ESSHQ, Associate Chair for Accelerators, Associate Chair for Experimental Support and Facilities, Assistant Chair for Administration, Chief Electrical Engineer, Chief Mechanical Engineer and C-AD Division Heads.

5.3 The Chair shall ensure the CSC reviews and addresses security issues identified in the most recent:

- security investigation reports
- Performance Indicator Report
- Critiques and Occurrences
- feedback from the Work Permit program
- feedback from the Self Evaluation Program ([C-A OPM 9.4.2](#)).

5.4 The Committee Chair shall solicit recommendations from the Committee members regarding 5.3 and forward recommendations to management if needed.

5.5 When requested by the Associate Chair for ESSHQ, the Committee Chair shall appoint a member or members to review C-AD training programs and modify, as necessary, to ensure their relevance and effectiveness for security awareness.

5.6 When requested by the Associate Chair for ESSHQ, the Committee Chair shall appoint a member or members to review and modify, if necessary, the Department's procedures that are relevant to security of government property in OPM 1.20. The review shall be to ensure their relevance and effectiveness from the workers' perspective.

5.7 When requested by the Associate Chair for ESSHQ, the Committee Chair shall appoint a member or members to review and modify, if necessary, new security methods and controls or machinery before they are introduced to the workplace. The review shall be to ensure their relevance and effectiveness from the workers'

perspective and ensure that security controls do not adversely affect safety of personnel or equipment.

- 5.8 The CSC Chair, or designee, shall work with the C-AD Associate Chair for ESSHQ and help prepare an annual presentation for the EMS/OSH Management Review.

6. Documentation

- 6.1 The CSC Chair shall maintain the minutes of the CSC Committee.

7. References

None

8. Attachments

None