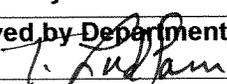


BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT		Number: PO-P-ATF- 0030	Revision: 1
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Subject: Operator Aid Procedure		Prepared by: Karl Kusche	
Reviewed by ES&H Coordinator: 	Approved by ATF Head: 	Approved by Department Chair: 	

Operator Aid Procedure

1. The operator aid program at ATF is based on the following documents:
 - DOE Order 5480.19 (Rev 10/23/01) "Conduct of Operations Requirements for DOE Facilities"
 - DOE-STD-1043-93 (Rev Dec 1998) "Guide to Good Practices for Operator Aid Postings"
 - ATF Conduct of Operations (1.1.1, chapter 15)

2. Operator aids are created by the ATF safety officer and approved by the ATF operations coordinator. Training for operator aid creation is accomplished through an understanding of the documents mentioned in section 1 of this procedure.

3. Each operator aid is assigned a unique control number. This information is recorded on the index page in the operator aid binder.

4. The operator aid binder is located in the ATF control room. This binder contains the index page and copies of each operator aid.

5. The ATF safety officer reviews all operator aids periodically as needed, not to exceed 5 years. Space is provided on the index page to record the date & results of the audit (including the date of removal).