

CFN Equipment Commissioning and Repairs

By outside personnel

Responsibility of...

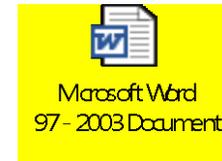
Process Owner:

- Advise the vendor to have personnel planning to come to BNL register at the Guest, User Visitor (GUV) Center portal: <https://www.bnl.gov/guv/>
 - Vendors will not be permitted un-escorted into any lab areas without an approved registration. A gate pass is not a substitute.
- Assure your host training is up-to-date and provide the vendor with the following information required for registration:
 - Your contact information
 - Lab location where work is to be performed
- Advise your administrator that you are requesting a vendor visit along with details regarding the nature of the work
- Do **NOT** initiate a vendor visit until a Service Contract or Purchase Order has been formally issued
 - The Service Contract number or PO number, as well as the expiration date, is required on the registration form

Responsibility of...

Process Owner:

- Begin dialogue with the vendor particularly regarding the scope and hazards of work involving:
 - Compressed gases
 - Cryogenics
 - Lasers
 - Potential contact of live electrical sources above 50 volts
 - Lifting over 30 lbs. or other ergonomic concerns
 - Ladder usage
- Provide vendor with the Job Safety Analysis (JSA) template and request that it be submitted as soon as possible



- Share JSA and hazard information with CFN Operations Manager to determine if additional training, certifications, or support will be required during the visit (e.g. Electrical Safety, Technician Time, Facility & Operations, Special Tooling, Gases, Purified Water etc.)

Responsibility of...

Vendor Personnel:

- Register for site access through the Guest, User, Visitor (GUV) Center portal: <https://www.bnl.gov/guv/>
- American citizens are usually approved quickly, but foreign citizens may take 30 days or **longer** (depending on other required reviews)
 - Early registration is encouraged
- Registration is funneled through the Guest Information System (GIS)
- CFN's Administration staff may contact the registrant for additional information
- Registrants will receive an e-mail confirmation if approved and should not arrive at BNL until received. Un-approved visitors will be turned away by Security at the gate
- The e-mail confirmation contains important information regarding the required identification documents to bring

Responsibility of...

Vendor Personnel:

- Vendors will be directed by gate Security to Contractor Vendor Orientation (CVO), bldg. 902, room 86
 - CVO is a classroom course
 - CVO is given only on Monday, Wednesday, Friday
 - CVO is given only once a day at 8:30 am
 - Latecomers are not admitted to the classroom
 - CVO is good for 1 year. Vendors can re-register before the year is up and opt to take the online refresher CVO. If registration and/or CVO expires, classroom training is again required
 - For visits less than three days that do not involve any hazardous work, AND when the host provides a constant escort, CVO may be waived, however:
 - The vendor must still take Guest Site Orientation (TQ-GSO) available at: <http://training.bnl.gov/portal/TQ-GSO>
- Return to building 400 badging office to obtain badge
- Meet with CFN Team for building Orientation and Work Permit (see next slide)

Responsibility of...

Process Owner,
Vendor
Personnel,
Operations Staff:

- Team review of the Work Permit/Prescribed Work Document
- At a minimum, Work Control Coordinator (WCC), Process Owner, and Vendor must sign the Work Document
- Additional review and signatures may be required depending on the potential hazards (e.g. ES&H, IH, SME etc.)
- Work Document is posted on the door to affected lab
- Other Administrative controls and training may be imposed (e.g. signage, proof of certifications, online training etc.)
- When all aspects are satisfied, a CFN WCC will authorize the User Office to code the vendor for badge access to the work area
- Vendors are not permitted to work after-hours, holidays or weekends
- In some instances a vendor may have CVO waived **IF** the visit is less than 3 days, all work is non-hazardous (e.g. Software install), **AND** the Process Owner escorts the vendor at all times
 - * Note * CFN technical staff will provide assistance as needed but will not perform the escort function – the Process Owner must be available

Process Owner,
Vendor
Personnel,
Operations Staff

- For purposes of continual improvement all parties engaged in this process are advised and encouraged to annotate or append comments to the Work Permit/ Prescribed Work Document, or to contact the Work Control Manager with suggestions for improvement

■ **Thank you!**