

As promised at the Technical Board Meeting, we provide some background context as well as guidance for the process that we are asking you to go through with your system's team.

A detailed description of Self Assessment is available in Chapter 33 of the ES&H Manual. The URL for formal training was provided in the Agenda of the Tuesday meeting. This note is a quick guide. Please pay close attention to 1.A, 2.a, and 2.d, which contain direct actions for system managers.

Laboratory Management has tasked us with planning and executing self assessment, with activities to start before October 1. A team from the DOE Office of Independent Assessment will be at SLAC to review the Lab (read "us") between October 30 and November 9.

Self Assessment fall into three parts:

1. Line Management Walkthroughs, expected to occur once a year:

The goal of these Walkthroughs is to assess worker behavior with respect to safety, reinforcing behavior that is seen to be safe. This is meant to be a positive interaction with the work team. These walkthroughs fall into two categories:

A.) Line supervisors. These include Detector System Managers and Hall Crew Supervisors (Jim Krebs, Walt Innes and Steffen Luitz). In order for this assessment to meet its goals, it is best performed in the workplace while work is going on. This includes review of JHAMS. We would like you to provide a memo which contains:

- i.) a list of participants in the line manager walk-through
- ii.) what spaces were walked
- iii.) any unsafe activities that were observed and an evaluation of the causes
- iv.) any areas for improvement and follow-up actions for iii.)

Please note that you SHOULD NOT enter these findings in the CATS system. Frank O'Neill will take care of that administrative burden.

B.) Senior Management PPA Directorate(Persis Drell, Harvey Lynch, Steve Williams) conduct quarterly walk-throughs of all PPA Projects/Programs.

BaBar Management (Spokesperson, Technical Coordinator, Computing Coordinator) will conduct line management walkthroughs annually. This will involve interviews with each of the line supervisors in A.) in which we review the results of their walkthroughs. It will also include evaluation of our training procedures with the PPA ESH Coordinator (Frank O'Neill) and his team.

2. Line Management Safety Compliance Assessment, expected to occur once a year:

We compiled below an initial list of documents and processes that require assessment:

a. SAD (Safety Assessment Document). We are required to review this at least every two years. We last reviewed this document in 2005, when we added Addendum 1. We will close on the second addendum in the next few weeks, when we have the text changes/additions for the IFR (LST and Avalanche mode) in hand.

b. FHA (Fire Hazard Analysis) Addendum 3 has been completed. It covers RPC Avalanche Mode operation.

c. Care & Feeding Manual. This will be reviewed and updated by Walt Innes and Frank O'Neill

d. System Procedures Review. Here the System Managers should review and update their procedures. The System Managers should then write a memo to the Technical Coordinator documenting the review. Note that this process is similar to the review of procedures that was conducted in 2005 as a follow-on to the Type A accident in preparation for restart in which we were guided by the five core functions of ISMS.

e. Facility Walk-through Inspection. This walk-through falls to the BaBar Management and Operations Manager. It is a facility safety walk-through of the BaBar Complex (IR2, ROB) that includes an evaluation of AHAs.

f. Safety Plan for LST Installation, Phase II. This plan, which is based on the 2004 Safety Plan for the first phase of LST installation that included lessons learned, has already been completed and successfully reviewed by a group of external peers.

g. BAAQMD (Bay Area Air Quality Management District) Permit status. An application for the current permit was submitted in the last year, has been reviewed, and the permit was issued.

h. Lessons Learned. We conducted, at the February 2005 Collaboration Meeting, a formal review of our 2004 IFR LST upgrade experience. Each system provided formal input at this meeting.

### 3. PPA Directorate Annual Self-Assessment and Report

The PPA Directorate submits an annual report on the effectiveness of ISMS in all PPA Projects/Programs. BaBar Management will provide input to this report via a report that summarizes the activities, actions, and reviews conducted in parts 1.) and 2.) above.