

<b>CONTROL AREA ACTIVITIES</b>		Identifier: MCP-2975 Revision*: 4 Page: 1 of 5
Companywide	Management Control Procedure	For Additional Info: <a href="http://EDMS">http://EDMS</a> Effective Date: 07/31/12

Manual: 9 - Operations

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\*The current revision can be verified on EDMS.

## 1. PURPOSE

This chapter provides the minimum standards for identification and control of designated *control area* (see def.) and *at-the-controls area* (see def.) activities in support of safe and efficient facility operation.

## 2. APPLICABILITY

This chapter applies to the control of areas that are critical operating bases and the coordination point for important operating activities. This chapter also applies to all personnel who are likely to enter a controlled area in the course of their activities.

## 3. RESPONSIBILITIES/PREREQUISITES

### 3.1 Responsibilities

Performer	Responsibilities
Cognizant Manager/ Supervisor	Establish and control access requirements to control areas. Ensure only qualified operators operate equipment.
Operations Personnel	Control access to designated control areas and at-the-controls areas. Observe requirements for access to and behavior in control areas and at-the-controls areas.
All Employees	Adhere to the requirements of conduct in control areas and at-the-controls areas.

### 3.2 Prerequisites

None

## 4. INSTRUCTIONS

### 4.1 Control Area Access

**NOTE:** *Access to at-the-controls-areas is restricted to persons on official business who need to be in the area.*

4.1.1 Operations personnel: Limit control area access to those persons on official business only.

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**NOTE:** *If the at-the-controls area has permanent physical barriers, such as walls or railings, these barriers can serve as boundaries and will require marking the doorways that could provide access to the area.*

4.1.2 Cognizant manager or supervisor: Ensure that the locations of all control areas and *at-the-controls* (see def.) areas are identified and their boundaries are marked.

4.1.2.1 Identify and mark the control areas within which uncontrolled activity could hamper proper or safe operations.

4.1.2.2 Establish a temporary area when conditions arise that require increased or additional control or surveillance over systems or equipment.

4.1.2.3 Identify personnel who are authorized to grant access to control areas and at-the-controls areas.

4.1.2.4 Ensure that all personnel granted access to control areas and at-the-controls areas are aware of the boundaries and requirements for professional behavior.

**4.2 Professional Behavior**

**NOTE:** *Potentially distracting activities are prohibited in control areas and at-the-controls areas.*

4.2.1 All employees: Display professional behavior in control areas and minimize non-job-related discussions.

4.2.2 All employees: Conduct only activities essential to supporting operations and activities authorized by management in the control area.

**4.3 Monitoring Main Control Panels**

**NOTE:** *If computer or automated systems are in place, there should be an appropriate backup to those systems.*

4.3.1 Operations personnel: Be alert and attentive to control panel indications and alarms.

4.3.1.1 Frequently monitor control panel indications and take prompt action to determine the cause of and correct any abnormalities.

4.3.1.2 Analyze indications for trends to detect possible problems early.

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4.3.2 Cognizant manager or supervisor: Limit the number of evolutions affecting control panel indications so that the operator's ability to detect and respond to abnormal conditions will not be compromised.

4.3.3 Operations personnel: Provide timely response to alarms.

- Take all reasonable actions to correct alarm causes or clear alarming conditions.

**4.4 Control Operator Ancillary Duties**

**NOTE:** *Training materials, technical manuals, procedures, operator aids, or other written, audible, or visual materials that relate to operator duties are important and may be used as long as the operator's primary duties are not compromised.*

4.4.1 Cognizant manager or supervisor: Ensure that duties assigned to on-watch operators do not interfere with their ability to monitor facility parameters.

- Minimize the administrative workload of operators and limit their duties to activities that support safe and reliable operations.

4.4.2 Operations personnel: Be attentive and responsive to operating parameters.

- Maintain attentiveness to assigned duties.

4.4.3 Cognizant manager or supervisor: Minimize activities that have the potential of interfering with the duties of operations personnel.

**4.5 Control Area Equipment Operation**

**NOTE:** *When trainees operate control area equipment, they are supervised and controlled by the qualified operator who normally performs the operation(s).*

- Cognizant manager or supervisor: Ensure that only qualified operators operate control area equipment.

**5. RECORDS**

None

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**6. DEFINITIONS**

*At-the-Controls Area.* The specific floor space within a control area where a control operator is stationed and in which other personnel in that area can block the operator's view of instruments, controls, or indications or otherwise restrict or distract from their attention.

*Control Area.* An area or room containing control devices (such as, switches, dials, breakers, and valves) and indicating/monitoring equipment (such as, meters, gauges, recorders, and digital and analog readouts) that are used to control a process or system where interruption or misoperation of the process or system could jeopardize personnel safety, create a hazard to the environment, or result in significant financial loss.

**7. REFERENCES**

DOE Order 422.1, "Conduct of Operations"

**8. APPENDICES**

Appendix A, Procedure Basis

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**APPENDIX A****Procedure Basis**

<b>Step</b>	<b>Basis</b>	<b>Source</b>	<b>Citation</b>
4.1	Control Area Access	DOE Order 422.1	Attachment 2, Appendix A, 2.c.(1)
4.2	Formality and discipline in the control and at-the-controls area	DOE Order 422.1	Attachment 2, Appendix A, 2.c.(2)
4.3	Surveillance of control panels and timely response to determine and correct the cause of abnormalities/out-of-specification conditions	DOE Order 422.1	Attachment 2, Appendix A, 2.c.(3)
4.4	Limitation of the number of concurrent evolutions and duties	DOE Order 422.1	Attachment 2, Appendix A, 2.c.(4)
4.5	Authorization to operate control area equipment	DOE Order 422.1	Attachment 2, Appendix A, 2.c.(5)