

MICE CONTROLLED ACCESS PROCEDURE

Controlled Access With SC Magnet Permit Active

MICE Counting Room (Rack Room)

MICE LCR

task	DESCRIPTION
0	Agree entrants and scope of work, permission from MOM Confirm all entrants are listed as competent to work in magnetic fields
1	stop target actuation and raise target frame
2	click OFF on ENABLE TARGET LOWER
3	turn OFF magnets D1, D2
4	close Beamstop
5	confirm that Beamstop is CLOSED
6	turn OFF Muon Beam Permit and RF Permit
7	confirm Neutron Monitor is running
8	take (and test) walkie-talkies
9	confirm LH2 Beacon is GREEN or STEADY YELLOW
10	confirm ODH Beacon is NOT Flashing and OFF
11	PPS will now protect personnel entering Hall
12	begin Controlled Entry using MICE Hall PPS Controlled Entry procedure 4.6.2 (summarised below)
13	entry - one person in MLCR to operate door release & logbook, two people enter Hall

No Pacemakers

- * take the Personnel Keys Master key (PK00) from the MLCR
- * Guardian to confirm that all entrants are on the standing list of competent people
- * Guardian to note down tools/ferrous objects
- * first entrant then approaches the Outer Door and signals the MLCR Operator
- * Door Operator releases the Outer Door using the 'release' push-button in the MLCR
- * first entrant enters CE "airlock", inserts and turns PK00 in keypress, unlocks Personnel (inner) Door's Fortress key
- * entrant takes a Personnel Key, and uses intercom to notify Door Operator of name and Personnel Key taken, to be recorded in logbook
- * entrant uses the Yale key attached to their Personnel key to open the Personnel Door, taking the Personnel Key with him/her in e.g. their pocket.
- * Once inside, close the Personnel Door and **check** it is properly closed.

The Door Operator must ensure that only one person enters while the door is released. If a second person 'tail-gates', the operator must release the push-button immediately to cancel the search.

- * subsequent entrants individually approach door and are allowed to enter airlock
- * each entrant takes a Personnel Key, and uses intercom to notify Door Operator of name and Personnel Key taken, to be recorded in logbook
- * each entrant uses the Yale key attached to their Personnel key to open the Personnel Door, taking the Personnel Key with him/her in e.g. their pocket.

Do not take ferromagnetic items beyond the safety line

Exit:

- * The Personnel Door's Yale lock is opened from the inside by a lever on the night latch.
- * Ensure door is properly closed, otherwise Outer Door will not open
- * Return Personnel Key to its place in the keypress.
- * Use the intercom to alert the MLCR Operator; notify them of name and key number
- * The MLCR operator should record the time of exit in the Controlled Entry logbook.
- * Door Operator releases the Outer Door, maintaining the release push-button until the door has been closed.

The last entrant to leave must lock the Personnel Door's Fortress lock and return its key to the keyswitch, and remove PK00 from the Personnel Keys keyswitch and bring it back to the MLCR.

Press yellow "Doors & BOBs Reset" button on mimic, then Reset Key in SCP to start the 2-minute sounders

Turn on Muon Beam permit

Returning to Data-Taking after Controlled Access

MICE Counting Room		
MICE LCR		
task	DESCRIPTION	
	end Controlled Entry using MICE Hall PPS Controlled Entry procedure (see User Guide section 4.6.3 - summary above)	
1	all personnel are out of MICE Hall - master key is replaced in MLCR	
2	confirm Permit Muon Beam is GREEN on PPS mimic	
3	turn ON magnets D1, D2	
4	lower Beamstop	
5	confirm that Beamstop is OPEN	
6	click RESET, ON on ENABLE TARGET LOWER	
7	lower target frame	
8	confirm Beam Bump and MICE Trips are still OK	
9	resume target operation	