Access services in Bat 55
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Why now?

- Some problems seen
  - Access refused due to one or more conditions missing.
  - Not able to start working immediately due to administrative problems, concerns primarily:
    - Contractors coming in at the last minute/having staff high turnover
    - Users coming for short periods
  - Touring the site to find the relevant services.
  - The access system team has to confront a number of administrative problems new to them....

- The users (of the access control) do not obey the rules....
  - Explicit or by ignorance

- No control presently possible of persons being on site
Some reasons for today’s problems

- Missing information about the procedures and procedures not up-to-date.
- Services involved are distributed organically and physically on the site -> time lost for the users and the service providers.
- No unique help desk for users lost in the maze.
Controls, Safety and Engineering Databases

Access conditions

- Registration in CERN HR database
- Valid Contract with CERN
- Valid CERN ID CARD
- Valid General Safety Course(s)
- CERN-wide General Access
- Zone' Access Request done & Accepted via EDH
- Specific Zone’ Safety Course (e.g., CIDH, etc.)
- Authorization date not expired or withdrawn
- Access to specific Buildings / Zones
- Valid Dosimeter
- Access to Radiation Areas
- Specific “Zone” Access Rights
- CERN-wide General Access Rights
- Radiation Zone Access Rights
- Access LHC Areas
- Examples:
  - Main Building
  - Building 30 / 112 / 40
  - CERN Internal Roads
  - Computer Center 513 / 31
  - Building 375
  - MCR (or CCC)
  - PS Primary & Exp Areas
  - SPS Primary & Exp Areas

(Not enforced yet)
Access workflow

Necessary steps to get a complete access

1. Enregistrement Administratif
2. Production de identifiant (Carte CERN)
3. Cour(s) de Sécurité
4. Dosimetre Personnel & Biometrie
5. Authorisation d’accès EDH

Services Impliqués:
- HR – Staff & MoP
- FI - Contractors
- PH – Users Office
- All depts – “Externals”
- TI/AIS – Database tools

TS/FM – personnel
TS/CSE – Access system
SC/FB – Training
SC/DI – Training
SC/RP – Dosimetr
SC/ME – Service Medical
IT - Tools

Utilisateurs Supervisors
“Owners” of Zones
DSOs
IT/AIS – EDH & DB
1. Centralise the front desk of all services involved to Bat 55
   - All users will pass Bat 55 for all questions related to site access.

2. Exception only for visitors
   - Paper cards in B33 for 1-2 days duration.

3. Create an access « Helpdesk » in B55 –bottom floor.

4. Create a biometrical LHC registration point in bat 55

5. Reinforce the control of persons actually on site,
   - Bat 55 is outside the CERN perimeter.
Registration of Users and Contractors

- CERN Users
- CERN Contractors
  - CERN Members of Personnel are pre-registered by HR in HR DB
  - CERN "Externals" are pre-registered by Departments in HR DB
Controls, Safety and Engineering Databases

1:st floor

Access Items:
Card stickers
Photo
Access card generation
Biometrics acquisition
Dosimeters (issue and exchange)
Ground floor

- Safety training & Access Help desk
- Video safety training
- Safety flyers
- Safety course examination station
- Access problems help
- Tests/verification of access cards/dosimeters
Controls, Safety and Engineering Databases

Present service locations

- Card Production, Contractor
- Medical certificate validation
- Training
- SC/RP Dosimetry
- Users Office Users registration
- B33 Visitors
- Visitors
- Users Office
Controls, Safety and Engineering Databases

Proposed service locations

Registrations
Card production
Dosimeter distribution
Safety training
Access Help-desk

B33
Visitors

Users Office
Users registration
User’s Office

- The User’s Office will maintain its traditional role for the physicists’ community excepting the access card production.
- Preregistered Users/PAS will pass Bat 55 to get their access card.
- Others will get a temporary 1-day pass to go to the User’s Office for registration and then will have to pass Bat 55 to get the real card. Please note that no access to LHC facilities is possible without passing Bat 55 services.
Conclusion

- All concerned services have agreed and the Executive Board has given its agreement too.
- The building will now be repainted and prepared for the new service.
- Progressive installation during the spring.
- Objective – in operation summer 2006.