

LBNL Laser Operations Audit Form

Rev.5/08

AHD# _____

Administration Information

AHD Title _____

Auditor _____ Date _____ PI _____ Division _____

Laser Supervisor (POC) _____ Building _____ Room _____

Reason for audit _____

Present during audit _____

Documentation

All Lasers Listed in AHD (circle) Yes _____ No _____

Warranty contract: Name vendor _____

Laser Information

Highest Class Laser 3B _____ 4 _____

Lasers in storage _____

Alignment Lasers in use Y _____ N _____ Type/Quantity HeNe _____ Diode _____ IR _____

New laser(s), list with specifications on last page _____

Environment

	YES	NO	NA	NOTE
Main entrance Door Posted				
Posting accurate (wavelength)				
Contact information				
Readably visible				
Ancillary doors				
Entry through curtain				
Windows and doors coverings				
Illuminated sign				
Functional				
How visible _____ Bright _____ Average _____ Dim _____				
Access control				
Administrative means				
Explain _____				
Interlocked:				
Non Defeatable				
Outside by pass available (circle) --card key, key pad, key, other				
E-stop present				

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Environment cont.,.,	YES	NO	NA	NOTE
<u>Last interlock check date:</u>				
<u>Interlock functioning</u>				
<u>Written Interlock check procedure</u>				
<u>Interlock to shutters</u>				
<u>Interlock to power supply</u>				
<u>Housekeeping</u>				
<u>On optical table</u>				
<u>In laser use area</u>				
<u>Space at Beamline (ALS only)</u>				
<u>Unattended Operation</u>				
<u>Post unattended sign</u>				
<u>Beam Path</u>				
<u>Beam path (circle) Totally open Completely enclosed combination</u>				
<u>Enclosed methods Tubes Perimeter Panels Class 1 product Fiber</u>				
<u>Combination path, % open % enclosed</u>				
<u>Lasers & optics secured to table</u>				
<u>Beam properly contained</u>				
<u> Beam blocks Secured Loose</u>				
<u> Perimeter guards</u>				
<u> Table top enclosures</u>				
<u> Tubes</u>				
<u> Other means (describe)</u>				
<u>Beam in line with workstations</u>				
<u>Evidence of laser burns or cross hairs on walls</u>				
<u>Reflections contained, specular as well as diffuse</u>				
<u>Beams blocked from directly exiting open door or window</u>				
<u>Beams required to leave table?</u>				
<u> Crosses walk way (controls in place)</u>				
<u> Describe</u>				
<u> Passes into adjacent room/chamber</u>				
<u> Describe means and controls</u>				
<u>Non-essential materials out of beam path</u>				
<u>Upward directed beams</u>				
<u> Blocked</u>				
<u> Vertical Labels used</u>				
<u>Collecting optics used in room</u>				
<u>Fiber optics in use:</u> Bare Jacketed (Plastic, Armor) totally enclosed system				
<u> Fiber ends labeled</u>				
<u> Container for sharps</u>				
<u> Container properly labeled</u>				
<u> Fiber conduit labeled</u>				

