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Companywide	Management Control Procedure	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 08/16/12
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Manual: 9 – Operations

**USE TYPE 3**

Change Number: 337007

\*The current revision can be verified on EDMS.

## 1. PURPOSE

This chapter provides the minimum standards for establishing and maintaining *operating logs* (see def.) for recording the data necessary to provide an accurate history of facility operations. As used in this context, logs are a narrative sequence of events or functions performed at *key positions* (see def.), differing from the operator round sheets discussed in MCP-2974, Shift Routines and Operating Practices.

## 2. SCOPE

This chapter applies to key positions specific to shift, daily, and part-time facility operations and processes that could produce significant impact on operations; environmental, safety, and health (ES&H); or programmatic parameters. Administrative logs and equipment maintenance log requirements are excluded from the scope of this chapter.

This procedure has been evaluated in accordance with MCP-3562, “Hazard Identification, Analysis, and Control of Operational Activities,” and determined to be *operational exempted work* (see def.) for the activity.

## 3. RESPONSIBILITIES/PREREQUISITES

### 3.1 Responsibilities

Performer	Responsibilities
Operations Personnel	Maintain operations logs as required.
Cognizant Manager/Supervisor	Perform supervisory reviews of operations logs as required.

### 3.2 Prerequisites

None

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## 4. INSTRUCTIONS

### 4.1 Establishing Operating Logs

- 4.1.1 Cognizant manager or supervisor: Establish operating logs at key positions.
- 4.1.2 Establish control area operator or operations supervisor operating logs as a minimum.
- 4.1.3 Ensure a narrative section is provided on round sheets when a narrative log is not used for a particular position.
- 4.1.4 Ensure that operations involving positions that are operated on a part-time basis have an operating log established to ensure that pertinent information is passed from operator to operator.
- 4.1.5 Identify who is responsible for maintaining operating logs.

### 4.2 Timeliness of Recordings

**NOTE:** *Delaying the recording of activities or events often leads to incomplete or inaccurate entries.*

- 4.2.1 Operations personnel: Promptly record information regarding activities or events for each key position throughout the shift to ensure the accuracy of the entry.
- 4.2.2 Indicate the time of each event using 24-hour clock notation.
- 4.2.3 When it is necessary to record an entry out of chronological order, identify the entry by recording the time the event was noticed to be late in the next consecutive line.
  - 4.2.3.1 Begin the narrative entry with the words “Late Entry,” followed by the time the event took place and an appropriate entry for the event.

### 4.3 Information to be Recorded

**NOTE:** *Logkeeping should not take precedence over controlling and monitoring operations.*

- 4.3.1 Operations personnel: Record as much pertinent information as possible during emergencies and abnormal or unexpected events.
- 4.3.2 Ensure that log entries and reports are factual and accurate.

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- 4.3.3 Cognizant manager or supervisor: Provide written guidance to define thoroughly the type and scope of entries for each log and the format for making entries.
- 4.3.4 Ensure the following information is recorded in at least one operations log, as any one log might not contain all these items:
- A. Facility mode or condition changes (for example, shutdown, startup, and refueling), including all alarms that are shown on an alarm panel at the beginning of a shift.
  - B. Abnormal facility configurations.
  - C. Changes in the status of critical equipment or safety, environmental, or radiation hazards.
  - D. Damage or malfunctions of any major equipment, process, system, or building structure.
  - E. All tests and inspections performed or completed during the shift.
  - F. Any significant equipment removed from service for maintenance or repair, any retesting, and any significant equipment returned to service.
  - G. All times of startup or shutdown of major equipment, both planned (equipment rotation) and unplanned.
  - H. Occurrence of significant events and operations such as loss of power and unexpected process change.
  - I. Problems encountered or noted during operations, the significance of the event, and corrective action taken.
  - J. Personnel accidents or injuries.
  - K. Security incidents.
  - L. Shift reliefs.
  - M. Criticalities and appropriate critical data (for NE-ID reactors).
  - N. Entering and exiting operational limit actions.
  - O. Out-of-specification chemistry or process results.
- 4.3.5 Operations personnel: Utilize the following format and maintenance criteria for operating logs, recognizing that additional facility-specific logkeeping criteria may be required:

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- A. The initial log entry for each shift contains the date, scheduled shift hours, and shift number if applicable.
- B. The log contains the name of the operator maintaining the log during each shift.
- C. Entries are on consecutive lines; blank lines are discouraged between the start of the shift and the end of shift entries.
- D. Fill partially completed pages by drawing a diagonal line through the blank portion, or writing "No further entries this page," or writing "last entry".
- E. Use abbreviations or acronyms only if defined in facility, program, and equipment documents or previously defined in the log entry, for example, radiological control technician (RCT).
- F. Log entries made by persons not responsible for maintaining the log are signed by the person making the entry.

4.3.6 Cognizant manager or supervisor: Provide written guidance on electronic log entries, if used.

#### 4.4 Legibility

**NOTE:** *Handwritten printing in waterproof black ink is recommended for log entries.*

- 4.4.1 Operations personnel: Make log entries so that they can be easily read and understood.
- 4.4.2 Keep logs current with clear, concise, complete, and legible entries so they are reproducible on standard photocopy machines.

#### 4.5 Corrections

**NOTE:** *Entries in logs should not, under any circumstances, be erased or obliterated.*

- 4.5.1 Operations personnel: Correct errors in log entries by drawing a single line through the erroneous entry, initialing and dating the erroneous entry, and adding the correct entry.
- 4.5.2 If an error in a log entry is subsequently noted by a different operator or supervisor, then make a corrected log entry as follows:
  - A. Notify the cognizant manager or supervisor.

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- B. Draw a single line through the erroneous entry; initial and date the erroneous entry.
- C. In the margin place the words “Entry correction” and the date and time where the corrected log entry can be found.
- D. Make a new log entry describing the error and the correct entry. Include the date and time where the erroneous entry can be found.

#### 4.6 Log Review

- 4.6.1 Cognizant manager or supervisor: Review and initial shift logs at least once during the shift for significant events and/or trends, accuracy, adequacy, and proper logkeeping practices.
- 4.6.2 Review supervisory and shift logs when onsite to ensure that proper sensitivity is devoted to logkeeping practices.
- 4.6.3 Operations personnel: For watch stations that are manned on a part time basis, review previous log entries for the last period of time that the position was manned.
- 4.6.4 Cognizant manager or supervisor: Review part-time position logs at appropriate frequencies.

#### 4.7 Care and Keeping of Logs

**NOTE:** *Logs should not be removed from their operating base or area without the approval of the person responsible for maintaining the log. Persons authorized by the cognizant manager or supervisor may make copies of log entries.*

- 4.7.1 Operations personnel: Retain completed logs or logsheets long enough to allow off-duty personnel the opportunity to review the latest entries upon their return to duty.
- 4.7.2 Forward completed logs or logsheets to the facility/organizational Records Coordinator in accordance with facility-specific records management plan or procedures.
- 4.7.3 Consult your facility/organizational Records Coordinator and/or facility-specific records management plan or procedures for proper disposition information.

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4.7.4 Cognizant manager or supervisor: Ensure the facility specific records management plan or procedures addresses:

- A. Storing of completed logs.
- B. Retrieval of stored logs.

## 5. RECORDS

Applicable facility specific records management plan. See section 4.7.

## 6. DEFINITIONS

*Key Position.* Position in a facility or operation where maintenance of a log would contribute to an accurate history of operation.

*Operational Exempted Work.* An operational activity that requires no environmental mitigation, the employee is only exposed to hazards identified in the Facility Hazards List Category B, or hazards identified in facility safety analysis documents that require no specific hazard mitigation.

*Operating Logs.* Narrative records used by operating and supervisory personnel to describe a sequence of events or functions performed at a specific shift or part-time position or watch station.

## 7. REFERENCES

DOE Order 422.1, "Conduct of Operations"

## 8. APPENDIX

Appendix A, Procedure Basis

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## Appendix A

### Procedure Basis

Step	Basis	Source	Citation
4.1	Narrative logs at all key positions, as defined by management, for the recording of pertinent information	DOE Order 422.1	Attachment 2, Appendix A, 2.k.(1)
4.2	Prompt and accurate recording of information	DOE Order 422.1	Attachment 2, Appendix A, 2.k.(2)
4.3, 4.4	Type, scope, and format for log entries	DOE Order 422.1	Attachment 2, Appendix A, 2.k.(3)
4.2.3, 4.5	Method for recording late entries and correcting erroneous entries without obscuring the original entry	DOE Order 422.1	Attachment 2, Appendix A, 2.k.(4)
4.6	Periodic supervisory reviews for accuracy, adequacy, and trends	DOE Order 422.1	Attachment 2, Appendix A, 2.k.(5)
4.7	Document retention requirements	DOE Order 422.1	Attachment 2, Appendix A, 2.k.(6)