

LOGKEEPING

1.0 Objective

The objective of this surveillance is to ensure that the laboratory's operations staff are maintaining detailed logs to track the facility's status, document important events, and note any significant safety issues. The surveillance activities provide a basis to ensure that effective logs are maintained, and that the laboratory is in compliance with DOE requirements.

2.0 References

- 2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- 2.2 DOE-STD-1035-93, *Guide to Good Practices for Logkeeping*

3.0 Surveillance Activities

This surveillance is performed by completing three separate activities as follows:

- 1) The Facility Representative or Environmental, Safety, and Health Support Specialist reviews contractor operations logs to verify that appropriate information is captured and the logs are maintained in accordance with commitments made by the contractor in the DOE 5480.19 facility implementation matrix.
- 2) The Facility Representative or Environmental, Safety, and Health Support Specialist selects at least two reportable events that have occurred at the laboratory and examines the documentation of these events in operations logs.
- 3) The Facility Representative or Environmental, Safety, and Health Support Specialist interviews operations personnel to evaluate their understanding of management expectations.

**Surveillance Guideline
LOGKEEPING**

Surveillance No.: _____

Facility: _____

Date Completed: _____

Activity One - Review of Selected Logs

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Does the log note significant changes in equipment status, significant events, unusual conditions, and important operations related data?	_____	_____	_____
2. Are entries in logs dated and marked with time of entry?	_____	_____	_____
3. Are entries made at or near the time when events occur?	_____	_____	_____
4. Are entries in logs legible and understandable?	_____	_____	_____
5. Are corrections made such that the original information that was corrected remains legible?	_____	_____	_____
6. Are corrections initialed and dated?	_____	_____	_____
7. Has the supervisor or shift manager reviewed the log(s) each day and indicated their review by initialing the log?	_____	_____	_____

Activity Two - Review of reportable events

8. Are the chosen reportable events documented in the log?	_____	_____	_____
9. Is sufficient information noted in the log to aid in event reconstruction and analysis?	_____	_____	_____
10. Was information regarding the event entered in the logbook as soon as it was known or recognized?	_____	_____	_____

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LOGKEEPING**

Activity Three - Operator Interviews

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
11. Do operators understand commitments made in the facility implementation matrix for DOE 5480.19 and management's expectations regarding what information should be recorded in logs?	_____	_____	_____
12. Do operators know if management has provided "written guidance" regarding maintenance of logs?	_____	_____	_____
13. Are operators knowledgeable of other requirements regarding logkeeping including:			
• How to make corrections?	_____	_____	_____
• Legibility?	_____	_____	_____
• Timeliness of recording entries?	_____	_____	_____
• Requirements for signing and dating entries?	_____	_____	_____
OTHER:			

_____	_____	_____	_____

_____	_____	_____	_____

_____	_____	_____	_____

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NOTES/COMMENTS:

PERSONNEL CONTACTED: _____

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LOGKEEPING**

**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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LOGKEEPING**

OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

**Surveillance Guideline
LOGKEEPING**

FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Surveillance Guideline
LOGKEEPING

LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist