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C-A OPERATIONS PROCEDURES MANUAL

2.7 Logkeeping

Text Pages 2 through 3

Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

P. Ingrassia

## 2.7 Logkeeping

### 1. Purpose

The writing of operating logs is an established practice for all operating groups, in order to fully record the data necessary to provide an accurate history of accelerator operation. Events are recorded in a timely fashion, in order to ensure the accuracy of the entry. The scope, type, and format for each log, is determined by each operating group. This includes documentation of actions taken, activities completed, transfer of information among operators, and data necessary for event reconstruction.

The operating logs are reviewed at the start of each shift by the on-coming personnel, so that operations personnel are aware of the information contained therein.

### 2. Guidelines

#### 2.1 Establishment of Operating Logs

Written/electronic logs should be the responsibility of the senior person in the on-shift operating group. Operating logs contain highlights of the shifts problems and notes on exceptions to normal running conditions.

#### 2.2 Timeliness of Recordings

As soon as reasonably possible, information shall be recorded in the appropriate logbook. Notes may be kept in scratch pads, for example a stenographers notebook, to ensure timely recording of events. Notes kept on scratch pads shall be transferred to the appropriate log by the shifts end.

#### 2.3 Information to be Recorded

2.3.1 The following should be recorded in at least one station log, although any one log might not contain all of these items:

- information pertaining to the safe and efficient operation of the accelerator,
- implementation of an “exception” to the safety limits that are allowed in OPM 2.5 series (i.e. time of “exception”) implementation and time that “exception” is no longer used,
- special instructions,
- personnel call-ins,
- unusual incidents,
- shift summaries,
- facility mode or condition changes (e.g., shutdown, operations, physics running, start-up, or studies),
- configurations outside the Operating Envelope, ([see C-A OPM 2.5](#)),

- status changes to safety-related and other major facility equipment,
- occurrence of any reportable events (see [C-A-OPM 10.1](#)),
- and Access Control (Security) System incidents.

2.3.2 To aid events reconstruction, as much significant information as possible should be logged during emergencies and abnormal or unexpected events. However, logkeeping should not take precedence over controlling and monitoring the facility.

## 2.4 Legibility

Entries are to be legible and made with a pen in a color that can be photocopied.

## 2.5 Corrections

Incorrect entries are to be crossed out with a single line and are not to be completely obscured.

2.5.1 Incorrect e-log entries may be deleted by the author before the log is closed.

2.5.2 Incorrect e-log entries may be edited by the author after the log is closed after permission is given by the immediate supervisor.

## 2.6 Log Review

Logbooks, photocopies, e-mailed copies of logs, or web-based copies of logs, shall be readily available and reviewed by supervisors and other interested group leaders and system specialists.

## 2.7 Care and Keeping of Logs

2.7.1 MCR Paper Logbooks, prior to May 2001, are to be stored in the MCR or Modeling Room, or in the warehouse.

2.7.1.1 Elogs will be available via the control system.

2.7.1.2 Elogs from “previous years”, not readily available on the control system, shall be made available from backups maintained by the System Administrator.

2.7.2 MCR Logs from previous running cycles are stored in steel cabinets in the C-A warehouse. These logs may be retrieved via a request to the MCR Group Leader. The requester shall state the Log type and time period of interest.

2.7.3 All MCR Logs shall be maintained in accordance with the provisions of the SBMS Records Management Subject Area.