

EMERGENCY SERVICES DIVISION

Procedure No. FR-ADM-1.1.7

PROCEDURE

Revision No. 2

BROOKHAVEN NATIONAL LABORATORY

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Procedure Title: CAPTAIN'S LOG

1.0 PURPOSE

- 1.1 To maintain an accurate history of operations and provide for continuity of operations a Captain's Log is used. This log provides for a narrative entry to record sequence of events, functions performed, and facility status that occurred during a shift. This information will be utilized as necessary for follow-up and action particularly at shift change.
- 1.2 The entries in the Captain's Log should be legible and in black ink except as noted in 3.3.9 below. Information should be entered in a timely fashion to fully record data that might be necessary for event reconstruction.

2.0 RESPONSIBILITIES

- 2.1 It is the responsibility of the Shift Captain and any other officer to record information that ensures continuity of operation. The general type and scope of information to be entered is detailed below.

3.0 DEFINITIONS

None.

4.0 PREREQUISITES

None

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5.0 PRECAUTIONS

None

6.0 PROCEDURE

- 6.1 All entries are to be made in ink, in chronological order as they occur, time permitting. The initial entry at the start of a shift should indicate that the log was reviewed since last tour and should be signed and dated, including the time of entry.
- 6.2 All subsequent entries by the Duty Captain should include the time of entry; other entries by any other officer or Emergency Services Division member should be signed indicating who made the entry.
- 6.3 The type and scope of entries to be recorded is as follows:
- 6.3.1 Notifications made/received.
 - 6.3.2 Facility mode or condition changes (e.g., shutdowns, operations, hydrogen status change, operations/startup, etc.).
 - 6.3.3 Abnormal facility configurations.
 - 6.3.4 Status changes to safety-related systems or other major facility equipment (e.g., power outages, water system changes, lockout/tagouts etc.).
 - 6.3.5 Occurrence of any reportable events.
 - 6.3.6 Any required overtime, shift reliefs or staffing changes during a shift.
 - 6.3.7 Any pertinent information that should be read at Roll Call.
 - 6.3.8 Any repairs made/needed, equipment to be picked up, changes in response plans, run books or keys.
 - 6.3.9 Any requirement that is to be performed by the on-coming shift such as permits required, valve locking/un-locking, Maintenance Management notification or other critical tasks to be performed shall be entered in RED.
- 6.4 Generally information that is recorded under existing procedures such as incidents, impairments, public assembly details etc. need not be entered unless there is a deviation that should be passed on.
- 6.5 All corrections to any erroneous entry should be made by a single line through the error and initialed by the person making the correction.
- 6.6 The file code FR20QR should be entered on the inside cover of each log.
- 6.6.1 When a log book is full the Duty Captain is to indicate after the last entry that a new log has been started.
 - 6.6.2 The completed log should be labeled as to the dates covered and stored in the shed outside.

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6.6.3 When a new log is started all pertinent information from the previous log is to be transferred and a notation made at each transferred item is to be made.

6.6.4 The retention period for the Captain's log is 6 years.

7.0 IMPLEMENTATION AND TRAINING

None.

8.0 REFERENCES

None.

9.0 ATTACHMENTS

None