

**Information Bulletin IB08-003**

**July 31, 2008**

**DIRECTIVE**  
**Use of an Electronic Log Book**

This Directive is to clarify the Administrator's requirements for the approval of the use of an "Electronic Log Book". This directive is effective immediately and shall be carried out in accordance with the requirements herein stated unless varied or specifically superseded by regulation or another directive.

The Power Engineers Regulation (AR 85/2003) Section 6, requires that a log book must be updated and maintained for power plants, heating plants and thermal liquid heating systems. A log book is a legal document that is required by the Power Engineers Regulation to record such activities as maintenance work, inspections, tests, repairs and other pertinent data. The log book must be a permanent record that can not be altered. Access must be fully available to a Safety Codes Officer on request.

**Requirements for an Electronic Log**

As technology has advanced, so have the methods of recording information. An electronic log can be acceptable if, and only if, it can be shown to be a permanent accurate record.

An Electronic Log must be secured in such a way as to:

- a) prevent revisions, additions, or deletions to data which has been previously recorded;
- b) provide a means for other operators, within the organization, to review the log entries as required; and
- c) include a provision for signatures by a PIN or other secure means for the operator and the Chief Engineer to acknowledge his/her reading/writing of the log.

The following provisions must also be included in the use of an Electronic Log:

- There must be a unique log-in procedure to provide security so that the entry may be traced to a particular power engineer. There can be no question that anyone other than the person who logged on, has entered the information.
- The names of the persons fulfilling the roles of Shift Engineer, Assistant Engineers, etc, on the shift must be indicated in the Electronic Log.
- All entries must be time / date stamped for each log entry.
- A Policy and Procedure for the electronic log must be established. The policy must clearly state that the Electronic Log is intended to satisfy the log book requirements of the Power Engineers Regulation and that tampering with a log is an offence under the Act. The Policy and Procedure and the final Electronic Log is to be reviewed and accepted by ABSA. No future changes are to be made to the system without ABSA's acceptance.

- In the case of the electronic log outage, or non-availability, provisions need to be made for temporary log reports until the electronic log is made available again.
- Closed / locked electronic logs can be available to management and operations personnel as “view only”.
- If additional comments are required by management or operations personnel, these comments can be added to the log but must not change the entries previously made by the shift personnel.
- The program needs to maintain an access log of when the chief engineer or supervisor logs in to read or comment.
- Archiving of logs for a minimum of 5 years.

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