

Information Bulletin IB14-008

September 9, 2014

Use of an Electronic Log Book

This Information Bulletin supersedes IB08-003 issued July 31, 2008 and is to clarify the Administrator's requirements for the use of an "Electronic Log Book". This document is effective immediately and shall be carried out in accordance with the requirements herein stated unless varied or specifically superseded by regulation or another Requirement.

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

An Electronic Log can be accepted as an alternative to a hard bound book (Log Book) if it can be shown to provide a permanent and 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 person (power engineer) making the entry shall be identified.
- The names of the persons fulfilling the roles of chief power engineer, shift engineer, shift operator, assistant shift engineer and assistant engineer, etc, on duty must be identified in the Electronic Log.
- Each and every entry must show the time and the date when the log entry is made.
- 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.
- This Policy and Procedure, along with the Electronic Log, is to be available to be reviewed by a Safety Codes officer, at any time.
- Changes to the log's design and procedure are to be recorded and available for review by a Safety Codes officer.

- In the case of the electronic log outage, or non-availability, provisions need to be made for a hard bound log book to be available for recording activities within the plant.
- Provisions are to be made for other persons to view the Electronic Log without the ability to change the logged information.
- 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 shall maintain an access log of when the Owner (Chief Power Engineer or Supervisor) logs in to read or comment.
- All logs must be archived and available for immediate review for a minimum of 5 years.

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