

12.47 kV SYSTEM: CHRONOLOGICAL LOGS AND RECORDS INFORMATION PROCEDURE

APPLICATION

For use by Facilities Division electricians. This procedure is part of the operations manual for the 12-KV power system. See ADMN-056 for an overview of the manual's contents, including related procedures.

This procedure should be carried out ONLY by a qualified electrician who has been instructed and trained to work on the 12.47 kV system. Any Facilities personnel performing this procedure must be familiar with the general operating and information procedures regarding this system.

PURPOSE

To provide names, numbers, and description of the protective relays used in LBNL's 12.47 kV power system.

WORKSTEPS

1. Maintain a chronological record in the Electric Shop Log of the operation and activities that occur on the LBNL electrical system.
 - Make entries directly into log at time of occurrence.
 - The log must contain but not be limited to all pertinent information, which includes:
 - Orders received and transmitted.
 - Relay operations.
 - Messages or clearances.
 - Accidents and trouble reports.
 - Daily operating setup, etc.

NOTE: Switching tags and SCADA logs for each day are an integral part of the chronological log.

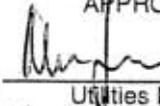
2. Log entries at unattended stations in the Switching Station Log. Entries in the Switching Station Log are required for the following:
 - Station inspections.
 - Station checks following trouble or other unusual conditions.
 - Emergency switching not performed on a switching tag.

NOTE: File switching station logs and tags in the Switching Operations Record Book.

3. Complete log entries.
 - The Electric Shop Log is the responsibility of the supervisor on duty.
 - The Switching Station Log is the responsibility of the person responding to the occurrence, or whoever visits the station following the occurrence.
4. Correct errors as required.
 - Draw a single line through entries which are to be deleted or corrected. Enter corrected information without erasure. Initial in ink next to correction.
 - Computer generated logs can be corrected by lining out incorrect information, then time, date and initial in ink next to correction.

RESPONSIBILITIES AND CONTROLS

Completion of the following signature lines constitutes approval of this procedure:

REV NO.	SME	REVIEWED BY	APPROVED BY / DATE	REVISION DATE
2	 Elec Shop Supv	 Chief Elec Eng	 15/21/07 Utilities Mgr	5/10/07
	James Murphy (Print Name)	LAWRENCE D. DORAN (Print Name)	MARTIN JOHNSON (Print Name)	INFO-049