

APPENDIX B RECORDS

Records are controlled under the records management system. The following list is an example of the types of records that are controlled. The list is not intended to be exhaustive or prescriptive in format. For example, in particular instances, different or additional records might be within these groupings.

Examples of Records

- Administrative procedures with safety implications
- Audits and assessments of safety and environmental activities
- Calibration and testing data
- Change control records for material control and accounting program
- Change control records for safety-significant changes to procedures
- Chemical process safety procedures and plans
- Chemical process safety reports and analyses
- Chemical process safety training
- Comments on emergency plan from outside emergency response organizations
- Community right-to-know records
- Conditions for operation and documentation of compliance
- Construction records
- Design criteria, requirements, and bases for safety-related Systems, Structures, and Components, as specified by the facility Configuration Management (CM) system
- Diagrams, charts, and drawings
- Document control records (including classified documents and information)
- Emergency drill records
- Emergency plan(s) and procedures
- Employee complaint, discipline, and employer action records (for protected activities)
- Environmental release and monitoring records
- Environmental Report and Supplements to the Environmental Report, as applicable
- Evidence (records) of deliberate misconduct
- Facility and equipment descriptions and drawings
- Fire hazard analysis
- Fire prevention measures, including hot-work permits and fire-watch records
- Human performance deficiencies and human factor improvements
- Maintenance records
- Material balance, inventory, transfer, and disposal records
- Material storage records
- Memoranda of understanding with outside emergency response organizations
- Nuclear criticality control written procedures and statistics
- Operating logs
- Operator aids (charts, drawings, etc., used to assist operator in performing job)
- Organization charts, position statements, and qualifications records

Appendix B

- Plant operating procedures
- Pre-fire emergency plans
- Quality Assurance records
- Radiation protection (and contamination control) records
- Radiation Work Permits
- Records of facility changes as specified by the facility CM system
- Records of receipt, transfer, and disposal of source or byproduct materials
- Records of site characterization measurements and data
- Records pertaining to chemical process incidents, unusual occurrences, or accidents
- Records pertaining to chemical process inspections, audits, investigations, and assessments
- Records pertaining to fire protection training and retraining of response teams
- Records pertaining to inspection and maintenance of emergency response equipment and supplies
- Records pertaining to inspection, maintenance, and testing of fire protection equipment
- Records pertaining to nuclear criticality incidents, unusual occurrences, or accidents
- Records pertaining to nuclear criticality inspections, audits, investigations, and assessments
- Records pertaining to nuclear criticality safety analyses
- Records pertaining to onsite disposal of radioactive or mixed wastes in surface landfills
- Records pertaining to the training and retraining of personnel involved in emergency preparedness functions
- Safety analyses, reports, and assessments
- Safety and health compliance records, medical records, personnel exposure records, etc.
- Safety inspections, audits, assessments, and investigations
- Safety statistics and trends
- "Special Test" records
- Specifications for safety-related procurement items
- Training records