Electronic Logbooks- Options and Considerations

If you didn't document it, it didn't happen!

Documentation

Common Issue:

- TSA finding for CARB in last 3 TSA audits
- TSA finding for 6 of last 8 recent CARB conducted TSAs
- Common finding across Region IX audited agencies
- Powerful tool for compelling evidence justifications

Documentation

Basics:

- Legible and easily understood
- Follow consistent format and content
- Justify decision made
- Sufficient detail to recreate situation
- Describe deviations or modifications
- Useful training or troubleshooting tool

Documentation

Requirements:

- Include initials and dates of author
- Secure and permanent, not easily altered
- Periodically reviewed by peer or supervisor
- Accessible on-site or remotely
- Reviewed during data validation process
- Archived and securely retained for at least five years

Documentation

Considerations:

- Hardcopy vs Electronic format
- Cost of implementation vs payback
- Accessibility of information
- Usability of the information

Whatever option you choose, the key is to use it routinely and consistently.

Thank you.

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