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## DATA / DOCUMENT REVIEW CHECKLIST

The following resources should be acquired by / available for an investigator during the course of an investigation. This list may be used as a check sheet when preparing for or gathering information for an investigation.

- 1. Any plant or equipment monitoring system information for relevant pre-event, event, and post-event time periods (computer logs, strip chart recordings, etc.)
- 2. Organization Documentation (procedures, correspondence, operating logs, turnover documents, work packages, charts, etc.)
- 3. Vendor manuals
- 4. Equipment / component maintenance history / records
- 5. Design basis information, drawings and specifications, historical or current modification packages, engineering evaluations, etc.
- 6. Inspections results- visual inspection records, scene photographs, material / equipment testing results, additional monitoring of equipment and data collection and testing required to validate assumptions
- 7. Any relative industry operating experience
- 8. Vendor input / consultations to determine whether problem has been previously addressed and to obtain the benefit of expertise
- 9. Any relative trending reports (both within the organization and within the industry / related industries)
- 10. Written statements by those involved with the event
- 11. Interview notes from interviews of those involved with the event
- 12. Any related training materials
- 13. Associated training and qualification records
- 14. For material-related problems- materials management database, specifications and purchase order logs.
- 15. Subject matter experts such as design engineers, training specialists, technicians, highly qualified incumbents, etc.