

TWP PROCEDURE: Author: TWPO	RECORDS ENTRY PROCESS	PRO(TWPPO)-064.001 09 November 2004 Page 1 of 2
------------------------------------	-----------------------	---

Records Entry Process

I. Purpose:

This document outlines the process whereby records are entered into the TWPO database and Web system. Records can originate on RESET visits, or accompany equipment from vendors or from calibration and/or repair facilities. Original records can be either hardcopy or electronic format, and may or may not be compatible with standard TWPO electronic record forms. All records must be given OMS identifiers.

II. Cautions and Hazards:

- Take care to enter all information and data precisely.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. The original, either electronic or hardcopy, is received at TWPO.
2. Create a new record in the OMS records table.
 - Follow the format for existing records of that type (e.g., CALC, RPL, CFG).
 - Add pertinent information or date to the record (e.g., paste **.cfg** text into notes field) as needed.
3. Print a “detailed report” of the record for QA purposes.
4. Missing data for fields may be added later, if necessary.
5. Enter information electronically into the appropriate form, if the record and the form are compatible.
 - Use another completed record form of that type as a guideline.
 - Add information from the OMS record as needed (OMS ID in header, filename should be OMS ID).
6. If the original is electronic and does not fit our forms, add information or data as needed to make sure it has the same content as standard TWPO records.
7. Print a copy for QA purposes.

TWP PROCEDURE:		PRO(TWPPPO)-064.001
Author: TWPO	RECORDS ENTRY PROCESS	09 November 2004 Page 2 of 2

8. The OMS detailed report and the print out of the electronic copy should be submitted to the original author, or someone designated by the TWP Operations management. That person should examine the record for accuracy and completeness. Comparison to the “original” record is encouraged.
9. After the record is accepted, save an electronic copy as “read only” to appropriate file server folder.
10. Send an electronic copy of the record to web posting process.
11. File a hardcopy of the record in the appropriate location. Include the record “original” and the OMS “detailed report” hardcopy.

V. References:

None.

VI. Attachments:

None.