



Pipeline Safety Management Systems

PHMSA Forum | April 2015

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API RP 1173 – Documentation & Record Keeping



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*“If something is
not written down,
it doesn’t exist...”*

Ancient Chinese Bureaucrat &
API RP 1173

API RP 1173 – Documentation & Record Keeping



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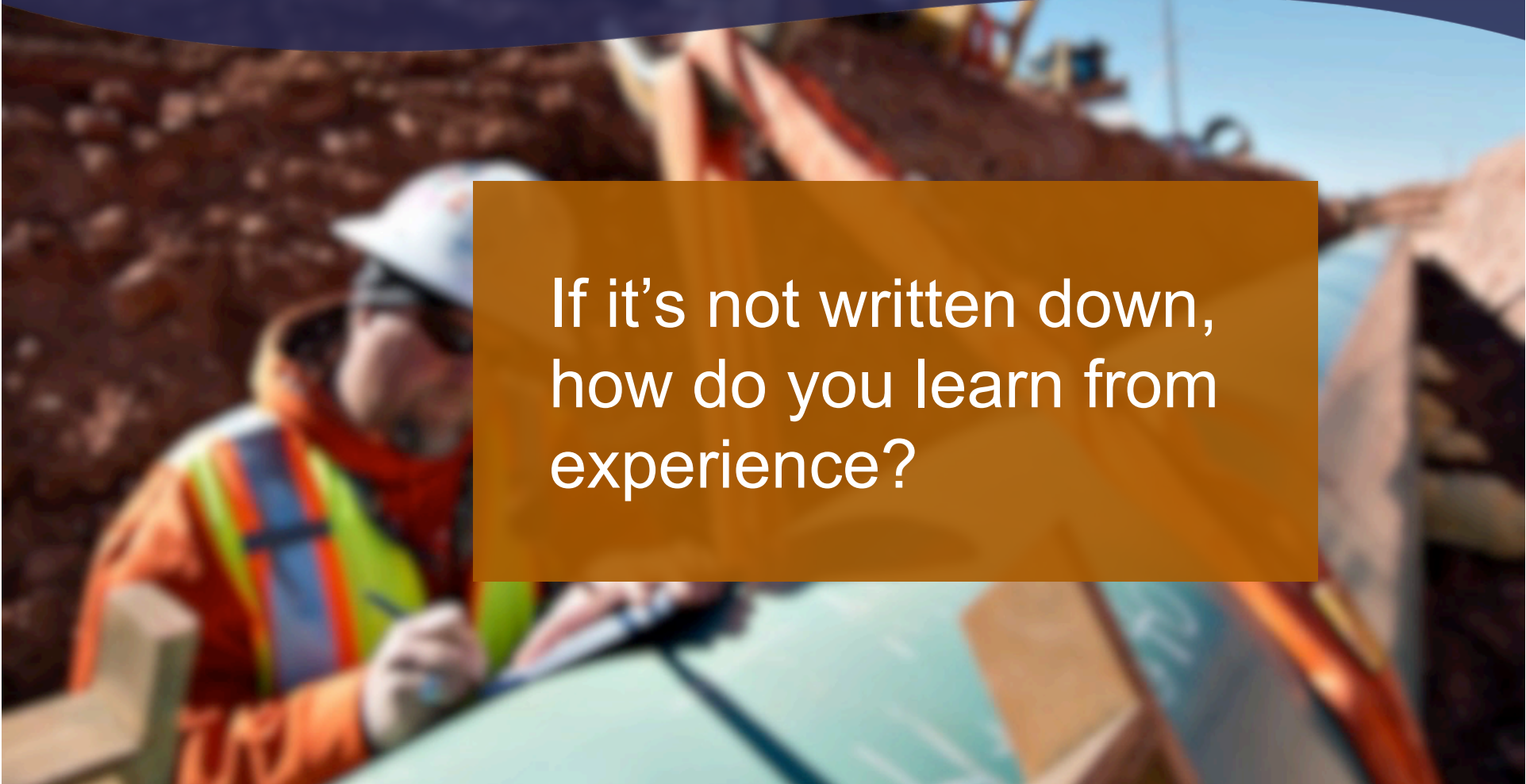
If it's not written down,
how do you “know your
pipeline?”

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The background of the slide is a photograph of a construction worker in a trench. The worker is wearing a white hard hat, safety glasses, and a high-visibility orange and yellow safety vest over a dark jacket. They are looking down at a clipboard or set of plans they are holding. The trench is filled with dark brown soil, and the background is slightly blurred, showing more of the construction site under a clear blue sky.

If it's not written down,
how do you learn from
experience?

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If it's not written down, how do you know you are spending the right amount?

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If it's not written down,
how do you measure
the progress you are
making improving
safety performance?

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“Like the practice of other operational controls, [documentation and record keeping] leads to greater certainty that the pipeline system will perform as expected.”

API RP 1173

14.1 Control of Documents

The Pipeline operator shall maintain a procedure for the identification, distribution, and control of documents required by the PSMS...

14.2 Control of Records

The pipeline operator shall maintain a procedure to identify the controls and responsibilities needed for the identification, collection, storage, protection, retrieval, retention time, and disposition of records...

14.3 PSMS Documents [Include:]

- a. statements of safety policies & objectives
- b. procedures established for the PSMS
- c. work required by the PSMS
- d. regulatory and other applicable requirements
- e. other records needed to show the effective operations of the PSMS

14.4 Procedures

All procedures referenced within this document shall be established, documented, implemented, and maintained for continued suitability...