

## Element 4: information/documentation

**Accurate information on the configuration and capabilities of processes and facilities, properties of products and materials handled, potential Operations Integrity hazards, and regulatory requirements is essential to assess and manage risk.**

- 4.1 Drawings, pertinent records, and documentation necessary for sound design, operation, inspection, and maintenance of facilities are identified, accessible, accurate and appropriately safeguarded.
- 4.2 Information on the potential hazards of materials involved in operations is kept current and accessible.
- 4.3 Information on potential hazards associated with products, and guidance to enable proper handling, use and disposal, are documented and communicated.
- 4.4 Information on applicable laws and regulations, licenses, permits, codes, standards and practices is documented and kept current.