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|  |  | | PROCEDURE NO | |
| **PROCEDURE FOR CONTROL OF RECORDS** | | REV.NO. 0 |  |
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| **HSE Procedure for Control of Records** | | | | |
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| 0 |  | First issue | | |
| REV. NO. | DATE | BRIEF RECORD OF REVISIONS | | |
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| **Sl. No** | **Record** | **Retention Period** |
| 1 | Accident Register | 2 years after completion of project (to be  kept at HO after project completion) |
| 2 | First aid Register | Till project completion |
| 3 | Register for the inspection notes by Govt. officers | 2 years after completion of project (to be kept at HO after project completion) |
| 4 | Safety Audit records | 2 years after completion of project (to be kept at HO after project completion) |
| 5 | Site HSE Committee meeting  record | Till project completion |
| 6 | Certificate of competency record | Till project completion |
| 7 | Test certificates of different lifting appliances. | Till project completion |
| 8 | Inventory, distribution and  periodic inspection of PPE | Till project completion |
| 9 | Site inspection report | Till project completion |
| 10 | Record of training provided | Till project completion |
| 11 | Medical test reports | Till project completion |
| 12 | Records of emergency response / mock drills | Till project completion |
| 13 | List of significant aspects/ risks | Till project completion |

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|  |  |  | PROCEDURE NO. **:** | |
| **HSE Procedure for Control of Records** | REV.NO. 0 | DATE: |
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| **1.0 OBJECTIVE**  To ensure that the 'Records' of the HSE management are properly identified, maintained and retrieved when needed.  **2.0 SCOPE**  This procedure covers all activities performed at project sites and Offices.  **3.0 RESPONSIBILITY**  As defined in the procedure.   * 1. **PROCEDURE**   2. List of records to be maintained at site and their retention period are given below. SE/SS is responsible for maintaining the records at site.      1. Statutory safety records required to be maintained. | | | | |

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| **Sl.**  **No.** | **Record** | **Retention Period** |
| 1 | Near miss cases | Till project completion |
| 2 | Tool box talk record | Till project completion |
| 3 | Monthly reports sent to HO | Till project completion |
| 4 | Follow up records of site audits | Till project completion |
| 5 | Monthly report by contractor to SE/SS | Till project completion |

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| **Sl.**  **No.** | **Record** | **Retention Period** |
| 1 | Hazard identification risk assessment and Environmental aspects / impact records | 3 Years |
| 2 | Accident Investigation Reports | 5 Years |
| 3 | Site Audit Reports | 3 Years |
| 4 | Monthly reports from sites | 3 Years |
| 5 | Company HSE Management Committee Meeting minutes | 3 Years |
| 6 | Calibration records of measuring equipments | 3 Years |
| 7 | Training Records of SE/SS | 3 Years |
| 8 | Records of Evaluation of Compliance Status with respect to Legal & Other requirements. | 3 Years |

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| **HSE Procedure for Control of Records** | REV.NO. 0 | DATE: |
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| 4.1.2 Non Statutory Records  4.2 Head - HSE is responsible for maintaining records at Head Office.  List of records to be maintained at Head Office and their retention period are given below : | | | | |