



Consolidated Construction Consortium Ltd.

PROCEDURE NO. : **CSP- 4.5.4**

**PROCEDURE FOR  
CONTROL OF RECORDS**

REV.NO. 0

DATE: 16-04-2008

PAGE 1 OF 3

**PROCEDURE FOR CONTROL OF RECORDS**

0	16-04-2008	First issue
REV. NO.	DATE	BRIEF RECORD OF REVISIONS

PREPARED BY : HEAD - HSE

SIGNATURE

NAME

: S N NARAYANAN

APPROVED BY : DIRECTOR (OPERATIONS)

SIGNATURE

NAME

: V G JANARTHANAM

**PROCEDURE FOR  
CONTROL OF RECORDS****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.

**4.0 PROCEDURE**

4.1 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.

4.1.1 Statutory safety records required to be maintained.

<b>Sl. No</b>	<b>Record</b>	<b>Retention Period</b>
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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PAGE 3 OF 3

**4.1.2 Non Statutory Records**

<b>Sl. No.</b>	<b>Record</b>	<b>Retention Period</b>
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

- 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 :

<b>Sl. No.</b>	<b>Record</b>	<b>Retention Period</b>
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