

Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Construction Safety Procedural Forms/Checklists – Master List of Records

Document No	LUS-HSE-FM4-445-002.01	Rev	1
Uncontrolled Copy	Controlled Copy x	Date	01-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	Uwe krueger	1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford Michael Ford	Uwe kinteger	1 st April 2015

SL. NO	RECORD NO	RECORD TITLE	FINAL APPROVAL BY	RESPONSIBILITY (for storage)	MINIMUM RETENTION PERIOD	METHOD of DISPOSAL (after retention)
	1.1.5	Leave Requests- Soft copy Only	M. Ford	Manager	12 months	Archive folder
	1.3	Legal Documents –Reference Only Soft copy Only	Uwe Kruger	Uwe Kruger	Review 12 monthly	Archive 1.3.X
	1.9	All Audits All areas- Soft copy Only	Uwe Kruger	Uwe Kruger	5 years	Archive 1.9.12
	1.10	Site Monitoring Reports- Soft copy Only	M. Ford	Managers	5 years	Archive 1.10.X
	1.12	Incident Analysis Files - Soft copy Only	M. Ford	Managers	5 years	Archive 1.12.X
	1.12	Injury & Event data - Soft copy Only	M. Ford	Managers	5 years	Archive 1.12.X
	1.12	KPI's- Internal & External - Soft copy Only	M. Ford	Managers	1 year	Archive 1.12.X
	1.13	Critical Action Register- Soft copy Only	M. Ford	Managers	1 year	Archive 1.13.X
	1.14	Communication & Consultation – Soft Copy Only	M. Ford	Managers	5 years	Archive 1.14.X
	1.15	Critical Communication - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.15X
	1.17	Meeting Minutes - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.17X
	1.18	Reports - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.18X
	1.19	Training Records - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.19.X
	1.25	Emergency Response Records - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.25.X
	1.26	Performance Deductions – Soft Copy Only	M. Ford	Managers	5 years	Archive 1.26.X
	1.28	Management Reviews - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.28.X
	1.29	Workers Accommodation Inspections - Soft Copy Only	M. Ford	Managers	5 years	Archive 1.29.X
	1.30	Occupational Health Records- Softy Copy Only	M. Ford	Managers	5 years	Archive 1.30.X
	1.33	Document Change Requests- Soft Copy Only	Uwe Kruger	Uwe Kruger	5 years	Archive 1.33.X