



Lusail Real Estate Development Company

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

STANDARD OPERATION PROCEDURE – RECORD CONTROL PROCEDURE

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COMPANY PROPRIETARY INFORMATION

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1.0 PURPOSE

To establish a procedure for controlling various records with regards to, identification, storage, protection, retrieval, minimum retention period and disposal methodology.

2.0 SCOPE

The control of records pertains to that documentation, generated during the activities performed with regards to OHSAS policy and procedures.

3.0 RESPONSIBILITY

The responsibility of maintaining the records is described in relevant procedures and normally lies with the respective MA and respective department Heads.

4.0 DEFINITIONS & VOCABULARY

RECORD: a document stating results achieved or providing evidence of activities performed within Lusail Real Estate Development Company (LREDC). They are **LEVEL IV** document in the Documentation Structure.

NOTE 1 Records are used to document **traceability** and to provide evidence of **verification, Preventive** and **Corrective action**.

NOTE 2 Records are not be under revision control, but retained for a minimum period of time.

5.0 PROCEDURE

- 5.1 General: Every record maintained in LREDC is structured and has a specific format which has a Unique Identification i.e. unique title and number. The records are referenced in the respective procedure or filled up forms / templates.
- 5.2 The respective department heads are responsible to maintain the records with regards to storage, protection, retrieval, and minimum retention period and disposal methodology.
- 5.3 Records are to be kept on the Lusail HSE Shared drive in the designated folder. (<M:\Lusail\Lusail-EHSS>)
- 5.4 All records are stored in soft copy only. All records should be stored and scanned into the correct location as designated by the department head.
- 5.5 All records shall be kept for a period of 5 years before being placed in an archive folder in the shared drive designated for this purpose. Any hard copies if kept will be shredded.

6.0 RECORD

Records Storage– Sheared Drive File Directory. <M:\Lusail\Lusail-EHSS>