**List of Records to be maintained: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record No.** | **Record Title** | **Hard/Soft form** | **Retention Period** | **Responsibility** |
| Soft copy in excel | BF 3 Shutdown list | Soft | 1 Year | HOD |
| Soft copy in excel | SP Shutdown list | Soft | 1 Year | HOD |
| FRMT/MAINT/01/Rev-1 | Planning Book | Hard | 1 year | Business Partner |
| IW38 | Monthly checklist | SAP | NA | Area In charge |
| ZPM\_CBM | Vibration reading | SAP | NA | Business partner |
| FRMT/MAINT/7/Rev-1 | Lubrication schedule | Hard | 1 year | Business Partner |
| ZPM\_CBM | Bearing Temperature | SAP | NA | Business Partner |
| FRMT/MAINT/7/Rev-3 | Weekly safety checklist | Hard | 1 year | Business Partner |
| FRMT/MAINT/03/Rev-3 | Daily checklist | Hard | 1 year | Business Partner |
| FRMT/MAINT/02/Rev-3 | Shift checklist | Hard | 1 Year | Business partner |
| FRMT/MAINT/04/Rev-3 | PCM daily checklist | Hard | 1 Year | Business Partner |
| FRMT/MAINT/10/Rev-3 | SH-RMHS Daily checklist | Hard | 1 Year | Business Partner |
| Form-13 | Test of Pressure vessels | Hard1 | 2 Year | Business Partner |
| Form-12 | Lifting machines, ropes and lifting tackles certificate | Hard | 2 year | Business Partner |
| Form-11 | Examination of Hoists and Lifts | Hard | 2 Year | Business Partner |

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| **Prepared By:**  IMS Co-ordinator | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head of Department |
| **Signature:** | **Signature:** | **Signature:** |
| **Date:** 03.01.2022 | **Date:** 03.01.2022 | **Date:** 03.01.2022 |