**List of Records to be maintained:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.No** | **DESCRIPTION** | **FORMAT NO IF APPLICABLE/ T-CODE USED** | Hard / Soft | **RETENSION TIME** | LOCATION | RESPONSIBILITY |
| 1 | Log Book & History card | ZPM001 | In SAP System | No disposal | MECHSHOP | Area & shift Incharge |
| 2 | Preventive maintenance schedule Planner | IA09 | In SAP System | No disposal | MECHSHOP | Area Incharge |
| 3 | Lubrication schedule | IA09 | In SAP System | No disposal | MECHSHOP | Area Incharge |
| 4 | Pressure vessel, chain block Testing certificates | - | Box file | 2 year | HOD-MAINT OFFICE | HOD |
| 5 | Weekly checklist | IW38 WITH ACTIVITY TYPE PRV | In SAP System | No disposal | MECHSHOP | Area Incharge |
| 6 | Fortnightly checklist | IW38 WITH ACTIVITY TYPE PRV | In SAP System | No disposal | MECHSHOP | Area Incharge |
| 7 | Monthly Checklist | IW38 WITH ACTIVITY TYPE PRV | In SAP System | No disposal | MECHSHOP | Area Incharge |
| 8 | Structural stability report |  | Hard | 5 years | CPC | Design Department |

|  |  |  |
| --- | --- | --- |
| **Prepared By:**  Incharge Battery 1 Machine Mechanical Maintenance MCD | **Reviewed & Issued By:**  Management Representative | **Approved By:**  HOD – Mechanical, MCD |
| **Signature:** | **Signature:** | **Signature:** |
| **Date: 14.09.2023** | **Date: 14.09.2023** | **Date: 14.09.2023** |