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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record No.** | **Record Title** | **Hard/Soft form** | **Retention Period** | **Responsibility** |
| Log sheets | BF Log sheet | Hard | 3 years | CRE, Process Control Team |
|  | VAB Report | Soft | Continuous | Process Control Team |
|  | Daily Production Report | Soft | Continuous | Process Control Team |
|  | Key Performance Indicator | Soft | Continuous | Process Control Team |
|  | Business Plan | Soft | Continuous | Process Control Team |
|  | Current Estimate | Soft | Continuous | Process Control Team |
|  | OR/BMG Presentation | Soft | Continuous | Process Control Team |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared By:**  Control Room In charge | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head – Operations PID1 |
| **Signature:** | **Signature:** | **Signature:** |
| **Review Date: 08.08.2022** | **Review Date: 08.08.2022** | **Review Date: 08.08.2022** |