



**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

Document No.: HSP-DCL-2

Revision No.: 00

PROCEDURES

Effective Date: 20-10-2016

**TITLE: PROCEDURE FOR CONTROL OF OHS
RECORDS**

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1.Scope: Applies to whole of OHS Management System of POWER GRID COMPANY OF BANGLADESH LTD.

2.Purpose: To provide evidence of conformance to requirements and of effective operation processes of OHSMS

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Plan for record control:		MR		
1.1	A Master list of OHS Forms is maintained for record keeping.		MR	Always	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03
1.2	Records are maintained at the locations/ offices up to the retention period.	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03	Respective Functional Heads	As and when required	Document availability
1.3	Records are collected for maintenance by the concerned offices. Care is taken to ensure that the record becomes legible to any body.		-Do-	As and when required	
2.0	All the records are identified by the title and the Document (Format) Number.	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03	-Do-	As and when required	Identification of Formats
3.0	Care is taken during storing of OHS Records to ensure accessibility.	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03	-Do-	As and when required	Safe keeping of records
4.0	The Storage facility is selected to ensure protection against theft, fire, termites and other reasons of deterioration.	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03	-Do-	As and when required	-Do-
5.0	The storage facility is kept in such a suitable place so that it is not affected due to moisture, dampness and rainwater soaking.		-Do-	As and when required	-Do-
6.0	The records are kept in document number wise files and stored in accessible area in such a way that they are retrievable in quickest time.	HSF-DCL-03			
7.0	Retention period of all the records have identified and are to be destroyed or kept on archive as per decision of top management.	HSF-DCL-03			
8.0	All the offices maintain list of the OHS records and place of storage.	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03	-Do-	As and when required	
9.0	Records mentioned in Master List of Forms are maintained as stated above.	HSF-DCL-01 HSF-DCL-02 HSF-DCL-03	As stated	As and when required	Retention period
10.0	Procedure for Control of Records and its effectiveness after implementation will be checked and reviewed during internal audits.		Functional Heads, MR	At least 2 times in a year	Review of record control OHS system
11.0	Review consideration will be raised in MRC Meeting for decision		MR		
12.0	Corrective actions will be taken to improve the OHS system on the basis of review		MR	At least 2 times in a year	Improvement

Reviewed by (MR):

Approved by (MD):