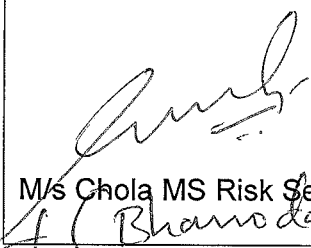
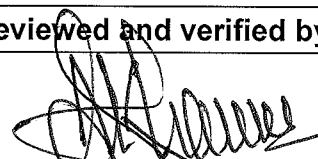
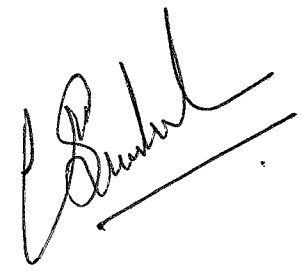


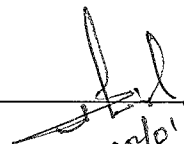


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CONTROL OF HSE RECORDS


Prepared by	Reviewed and verified by	Authorized by
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28/01/2023

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Document Change Note

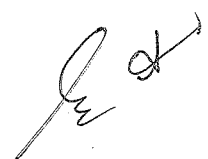
Rev. No	Rev. Date	Comments / Changes
00	27-12-2022	New Issue



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1. PURPOSE

The purpose of this procedure is to define the procedure and the responsibilities for identification, location, collection, indexing, filing, storage, maintenance and disposition of all Health, Safety and Environmental records pertaining to the operation of the HSE Management System and to ensure accessibility and protection from damage and facilitates easy retrieval. This document supplements the section "Control of documented information" of the HSE MS Manual for Projects.

2. SCOPE

This procedure shall apply to all records required to be maintained by AMNS project sites to demonstrate the effective implementation of processes that relate to the management of HSE risks, obligations and to meet requirements of ISO 45001:2018 and ISO 14001:2015 international standards; legal and regulatory requirements.

3. DEFINITIONS & ABBREVIATIONS

3.1. DEFINITIONS:

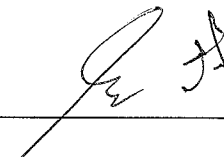
Records: All documents/data, which demonstrate either the conformance of system to specified requirements of the standard, the control of process affecting the HSE or effectiveness of HSEMS, shall be deemed as documented information (HSE Records).

These records can be in the form of -

- Hard copy/ print media
- Electronic form saved on computers
- Correspondence in the form of Emails
- Pictures/ photos/ etc in electronic form or in print media

Maintaining authority: Person/ department responsible for maintaining the records

Retention time: Duration of maintaining the record either as stipulated in respective procedure or as per statutorily required.



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3.2. ABBREVIATIONS:

AMNSIL	- Arcelor Mittal Nippon Steel India Limited
HSE MS	- Health, Safety and Environmental Management System
TS	- Technical Standard
SS	- System Standard
SOP	- Safe Operating Procedure

4. RESPONSIBILITIES

The HSE Head (Projects) is responsible for implementing this procedure through designated HSE MS Document Controller.

Site HSE Manager shall ensure that required records are maintained in line with HSE MS for their respective sites.

5. DESCRIPTION

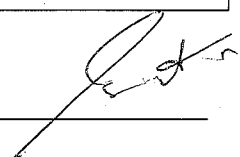
5.1. IDENTIFICATION OF RECORDS TO BE MAINTAINED

Records to be maintained are identified through –

- HSE MS manual for projects (Level-1 Document)
- System Standard Procedures (Level-2 Documents)
- Technical Standards and SOPs (Level-3 Documents)
- Forms/ formats/ Checklists & Documents of External Origin (Level-4 Documents)

A table, associated with respective procedures, as shown below explains the nature, retention period, maintained by and the location of records.

S. No	HSE MS RECORD	MEDIA	MAINTAINED BY	RETENTION TIME



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Forms and formats for recording data are defined under respective Level-1,2&3 documents. The list of records to be maintained may vary from project to project depending up on size, nature and applicable regulatory requirements.

5.2 DISTRIBUTION OF RECORDS

Records are made available to regulatory authorities and stake holders as applicable. Where the records are required to be submitted, a copy is made available for submission without disturbing the original record.

5.3 RETENTION PERIOD

All records are retained as stated in respective procedures. For any record which is not covered under any procedure but required to demonstrate compliance to the Arcelor Mittal standards shall be retained for one year.

6. TRAINING

All personnel involved in maintaining HSE MS documents/ records shall be trained in this procedure.

7. REFERENCE DOCUMENTS

- AMNS/Project/SS/HSEM/01 - HSE Management System Manual for Projects".
- ISO 14001:2015 - Standard
- ISO 45001:2018 - Standard
- Master list of HSE MS documents
- List of HSE records maintained by respective project

