

Computer Data Control

1.0 Purpose

1.1 This document describes the methods used for control of LGL’s computer data to maintain safety of computer data and prevent loss due to computer software and hardware failure.

2.0 Introduction

2.1 **IT Controller** is responsible to ensure the procedure is implemented and maintained.

3.0 Process Input Requirement

3.1 The staff applying and producing computer data should understand the importance of computer data.

4.0 Relevant Document

Filing Index

5.0 Procedure (Flowchart)

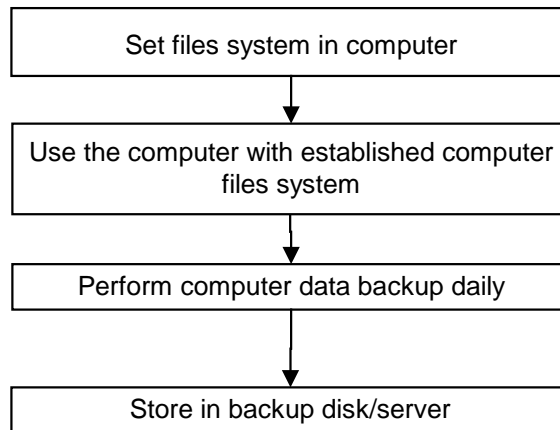
Responsible person

IT Controller

Computer user

IT Controller

IT Controller



Remarks

6.1

Computer Data Control

6.0 Remarks

6.1 For filling on computer, documents should be saved under L-drive, t3 with the following indication:

<u>Index</u>	<u>Content</u>
1.0	Project
2.0	Accounts
3.0	Internal Correspondence
4.0	Driller and Subcontractor
5.0	Standard Method Statement
6.0	Standard Forms
7.0	External Correspondence
8.0	Pre-qualification Submission
9.0	Field Equipment and Barge
10.0	Tendering
11.0	Job Reference List
12.0	Safety
13.0	CVs
14.0	HKHA Accident in Tsz Ching Estate
15.0	Company Brochures
16.0	Purchase Order
17.0	Calibration
18.0	Photographs
19.0	Environmental Management System
20.0	Drill Rig Repairs and Maintenance Record
21.0	Data Library
22.0	Instrumentation
23.0	Staff Information
24.0	CLO Submissions
25.0	Project Cost Report
26.0	Training Record and Attendance Record
27.0	ISO Document
28.0	Government Departments
29.0	Quality Objectives

It is the responsibility of all staff to ensure that documents are properly saved in the right folders for easy identification.

7.0 Record

Nil