

# CDM Oilfield Services Ltd.

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## Module 7

### *Records Management*

The records management program at CDM Oilfield Services Ltd. is based on current professional standards and best practices and is in accordance with all applicable contracts, regulations, and laws.

CDM Oilfield Services Ltd. educates staff in:

- Fuel receipts;
- Time sheets;
- Distance/Fuel records;
- Field Tickets;
- Driver's Daily Log and Hours of service;
- Fluid transfer tickets;
- Weigh Slips and Bill of lading; and,
- Request for time off.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual  
"Records Management Policy" Policy # CDM 6.1*

***Refer to Appendix 1 of this policy and complete the hours of service training and quiz.***