

# CDM Oilfield Services Ltd.

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## Module 6

### *Record and Retention*

As part of CDM Oilfield Services Ltd. daily business there are a number of forms that must be completed and kept on file in order to meet legal requirements.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual  
"Record and Retention Policy" Policy # CDM 6.0*

The employment application form, emergency contact forms, and other required forms must be filled out to successfully complete the orientation program. The required forms are provided in the orientation package.

Ensure that the mandatory documents that are outlined in the policy are submitted before the end of the orientation session.