



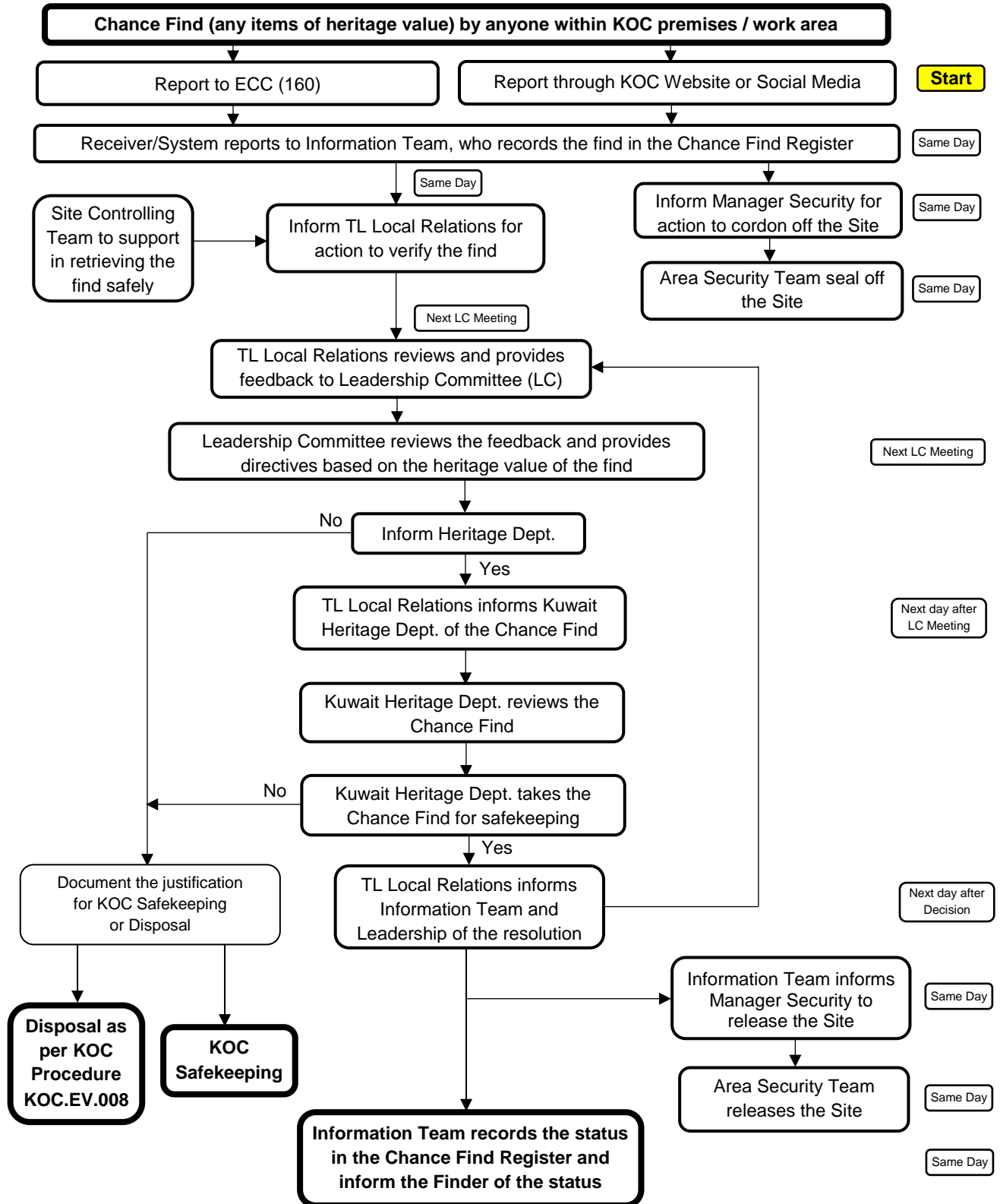
Kuwait Oil Company

Guidelines for Managing Chance Find (Preservation of Cultural Heritage)

Document Number: KOC.SC.003

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Approved by:	KOC HSSE Procedures Sub-committee		
Authorized by:	KOC HSSE Implementation Committee		
Issue Date:	August 15, 2021	Control Tier:	Tier 2
Revision/Review Date:	May 31, 2022	Next Review Date:	May 30, 2027

APPENDIX - 1: Process Flowchart for Managing Chance Find





APPENDIX - 2: Chance Find Reporting Form Template

KOC Chance Find Report			
Name of Personnel		Contact No.	
Civil ID or Passport No.		E-mail	
Date & Time		Location of Chance Find	
Description of Chance Find			
Attachments	<i>Photos regarding the Chance Find and the location can be added.</i>		

Note: This Chance Find reporting form shall be available at KOC Website for reporting any Chance Find and recorded in the Chance Find Register.



APPENDIX - 3: Chance Find Register Template

KOC Chance Find Register												
Sl. No.	Chance Find Details				Reporter Details				Controlling Team	Status		
	Date	Time	Location	Description	Name	KOC/ Contractor/ Public	KOC ID or Civil ID	Contact No.		Review Finding	LC Decision	Final Decision