

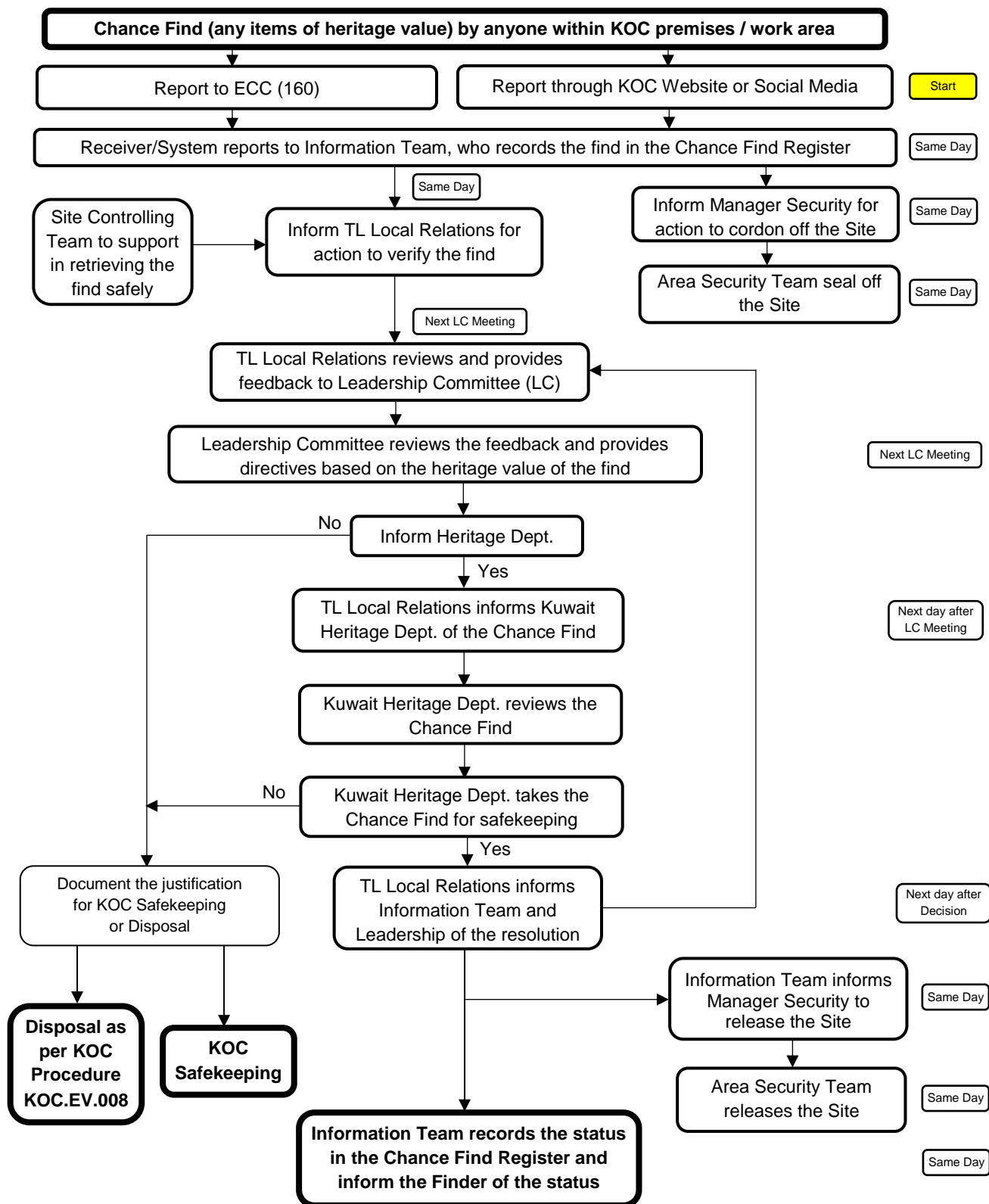


# Kuwait Oil Company

## Guidelines for managing Chance Find (Preservation of Cultural Heritage)

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**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.

