

	<h1 style="text-align: center;">Fleet - Records Retention Schedule</h1> <h2 style="text-align: center;">Records Manual</h2>		Document Number: RM-SS-04.01
	Department: Fleet Management	Effective Date: October 10, 2025	Revision No 3

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
FMT 1.0	Profile of Company Equipment					
FMT 1.1	Supply Chain	Hard	Contains information/record such as OR/CR of equipment, EIR, Pti, PMS, MRIF and Rescue Form per SBU per Truck/ Trailer	1 year	1 year	Shred
FMT 1.2	Value Chain	Hard		1 year	1 year	Shred
FMT 1.3	Business Solutions	Hard		1 year	1 year	Shred
FMT 1.4	F2 Global Logistics Inc.	Hard		1 year	1 year	Shred
FMT 1.5	Ultimate Yellow	Hard		1 year	1 year	Shred
FMT 1.6	Fbikes	Hard		1 year	1 year	Shred
FMT 2.0	Monitoring Files					
FMT 2.1	Equipment Status Report	Soft	Contains the status of trucks and trailers monitoring	1 year	2 years	Delete
FMT 2.2	Stock Inventory Monitoring	Soft	Contains the inventory monitoring of parts in the stock	1 year	2 years	Delete
FMT 2.3	Preventive Maintenance Record	Soft	Contains PMS of all equipment	1 year	2 years	Delete
FMT 2.4	Tire Management	Soft	Contains tire monitoring and tire branding	1 year	2 years	Delete
FMT 2.5	Rescue Monitoring	Soft	Contains the monitoring report of the rescue	1 year	2 years	Delete
FMT 2.6	Purchase Request Monitoring	Soft	Contains the inventory of PR done	1 year	2 years	Delete
FMT 3.0	Management Report	Soft	Contains all management report such as Mancom, ACCH, Leaders Meeting and KPI	1 year	2 years	Delete

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