Logo

Control of Records

http://quality-management.magt.biz

Friday, November 7, 2014

Justification	
This Procedure is written because:	☐ Of the lengthiness of the process.
	☒ Of the complexity of the process.
	☒ The process is routine, but it's essential that everyone strictly follows the rules.
	☒ The process demands consistency.
	☒ The process involves documentation.
	☐ The process involves significant change.
	☒ The process has serious consequences if done wrong.

Organization Details	
Organization Name	
Organization representative	
Organization Address	

Purpose and Scope

The purpose of this procedure is to ensure uniform preparation, compilation, maintenance, amendment and circulation of records which are required to be put under control.

The requirements in this procedure apply to the control of distribution, copies, and locations of forms (completed forms may become records), drawings, design calculations, specifications, reports, reviews, training and qualification records, certificates, con-conformities and corrective actions. (This list is not exhaustive)

Records are usually – but not always – pre-defined documents used for collecting and registering information or data from production and other transactions.

Quality records are maintained to attest the implementation of the quality system. Records are stored as computer files or paper copies, deterioration and damage must be prevented. Such records are easily accessible for use and are made available for review upon customer or audit request.

Input(s)

Common inputs to this procedure are,

- Established processes and procedures,
- Management Plans,
- Organizational process assets,
- Collected data.

Output(s)

Outputs of this procedure are:

- Updates to registers,
- Validated data records.

Process

Identification of Records

Archival documents and data retained for legal or knowledge preservation purposes or both are suitably identified. All records must contain sufficient data to attest to satisfactory completion of the recorded activity and at minimum, must be signed and dated by the individual responsible for completing the record.

Protection, Storage and Retrieval of Records

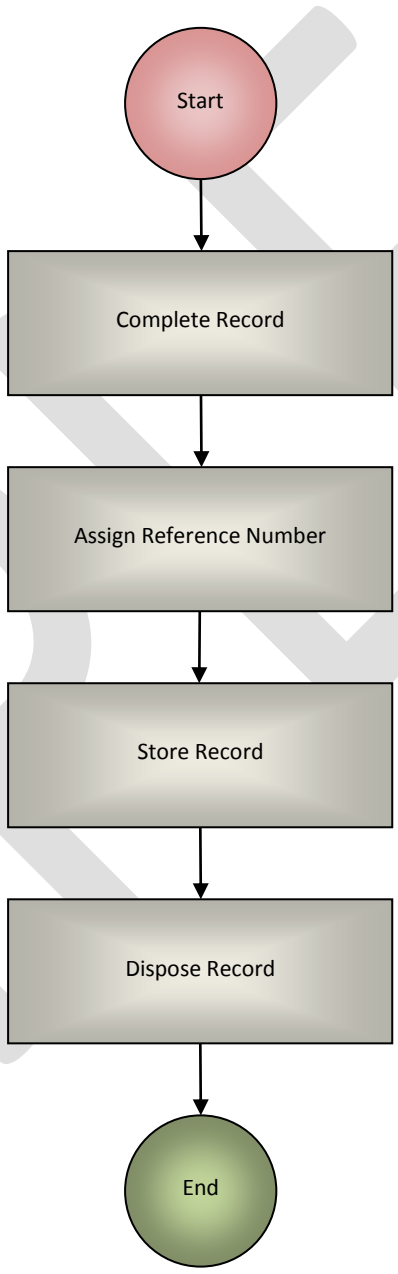
Quality records exist in either hard copy or electronic formats. Hard copy records are stored where they are protected from physical deterioration, loss and damage due to environmental conditions. Electronic data are stored on a file server or similar system and are backed-up on daily basis. The data-backup shall be stored far from the physical location of the file-server within a security controlled device.

All records are provided a reference number for ease of retrieval and for proper referencing. All record containers, and devices are clearly marked and labelled to identify their contents.

Disposal of Records

The retention period for quality records is determined by contractual requirements and under legal considerations, etc.

Upon expiration of the retention period, Document Control will dispose of such quality records in an appropriate manner. Confidential records are shredded



Responsibilities

This procedure is to be followed by all personnel where appropriate.

Records are generated and maintained by the owner of certain tasks requiring recording.

For electronic records, back up procedures are established by the IT department.

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