

Joseph Co.

Control of Records

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Distribution List:

- a) Managing Director
- b) Quality Manager

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1. PURPOSE:

- a) To ensure identification, collection, indexing, access filing, storing, retaining and disposing of records.
- b) To ensure that records are legible, dated, clean, identifiable, and maintained in an orderly manner.
- c) To identify the storage of quality records that protects them from damage and facilitates retrieval identification, collection, indexing and disposition.

2. SCOPE:

This procedure is applicable to all records concerned with Quality Management System in Joseph Co.

3. RESPONSIBILITIES:

- a) Management Representative is responsible that all records are controlled according to the requirements of "QMS".
- b) The Concerned Personnel has responsibility for directing activities relating to this procedure.

4. PROCEDURE:

4.1 Records Generation:

Records are generated from the documents either initiated by the initiating units / departments or received from other units / departments etc. Management Representative is responsible for maintaining the "Master List of Controlled Documents & Records", (JSC-FM-001-01-R/00).

4.2 Records Identification:

For forms and formats following document coding would be followed;

AAA/CCC-BB-XXX-YY-R/ZZ

E.g.: (JSC-FM-001-01-R/00)

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Where:

- AAA is the code of the company name.
- BB is the abbreviation of Form.
- XXX is a code of procedure /clause code /department.
- YY is code of form number.
- R/ZZ is the revision number of the documents.

4.3 Records Collection:

All records are collected or distributed according to the distribution list which is mentioned in each type of document. These procedures ensure that a systematic way of collecting records is established and used for further processing.

4.4 Records Filing and Storage:

All records are kept in files/folders properly marked, showing the following information:

Title of the file (that is, name of records filed in it), Care is taken to store the records in clean dry place and special instructions (if any) are followed in case of any particular storage requirements. Records and other QMS documents are not stored in private desk, drawers or other obscure locations that are not generally known.

4.5 Records Maintenance:

Each department / section has identified its records on the specified form i.e. QMS Records Form which is maintained by them. They are responsible for keeping records in a manner that ensures their safety, accessibility and protection from deterioration.

4.6 Records Retention Period:

Unless specified otherwise by policy, quality records shall be kept for a minimum of three years. Removable media backups shall be held at a location specified by the Managing Director. Current records shall be maintained in the regular filing systems for one (1) year and thereafter the records shall be archived for a further two years. On completion of the retention period, personnel designated by the Managing Director shall be responsible for the disposal of records in a manner specified by the Managing Director. For example hardcopy records shall be shredded and electronic records destroyed.

4.7 Disposal of Records:

Records are disposed-off by the custodial department / section heads by adopting various techniques after the completion of retention periods (burning is prohibited).

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4.8 **E-Media Data Backup:**

All the soft data stored on office computers will be taken back up on external hard drive or USB or CD by Management Representative after every month to ensure soft data safety at all times.

5. **RELATED RECORDS:**

- | | |
|--|--------------------|
| 1) Master List of Controlled Documents & Records | JSC-FM-001-01-R/00 |
| 2) Master List of Computers / Laptops | JSC-FM-002-01-R/00 |
| 3) E-Data Backup Form | JSC-FM-002-02-R/00 |