This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (*) to indicate changes.

1. AIM

The purpose of this operating procedure is to define the actions, authority and responsibility within the Company necessary for the adequate control of records.

2. SCOPE

All Records specified within QAP's and WI's.

3. RESPONSIBILITY

All personnel: to ensure records are completed legibly.
Managers/Supervisors: to ensure records are archived and retained in full accordance with this procedure.
IT Manager: control of all records on computer

4. QUALITY RECORDS

Records from the receipt the manufacture/despatch/invoice of Customer Orders and the support processes i.e. Purchasing, Training.

5. IMPEMENTATION AND CONTROL

Records are kept to demonstrate that:
i) customer order specifications have been achieved.
ii) the quality management system is working effectively.

Records are reviewed as defined within the Internal Audit and Risk Based & Preventative Process and at Certificate renewal, nominally 3 yearly.

Individual Department Managers/Supervisors are responsible for ensuring that Records generated within their area of responsibility are filed to prevent loss, damage, deterioration and to facilitate easy retrieval.

Records stored on computer are stored to achieve the same objectives as specified for paper records.

Cross References

Document & Data Control Procedure – QP5