

SHAH PROMOTERS & DEVELOPERS		QUALITY SYSTEM PROCEDURE
TITLE : CONTROL OF RECORDS		
DOC. NO. : SPD/QSP/Control of Records	Issue No.: 01	Issue Date:12/03/2013
Revision No.: 01	Revision Date: 12/03/2013	Page No.: 01 of 03

1.0 Purpose :

To establish & maintain documented procedure for identification, collection, indexing, access, filling, storage, maintenance & disposition of Records.

2.0 Scope :

Applicable to all records of the organization.

3.0 Responsibility

MR & Departmental in charges.

4.0 Procedure:

4.1 MR shall prepare the list of Records (SPD/MR/L03) to be maintained across the Organization & shall issue the same to the concerned.

4.2 IDENTIFICATION OF RECORDS:

All files/ register are identified by using labels/ permanent marketing which indicates the reference no., description, the period to which the contained records belong.

4.3 COLLECTION OF RECORD:

4.3.1 The origin of records & generating authorities are described in respective quality system procedures, work instruction, & control plan.

4.3.2 Each department in charge shall ensure all the records are legible by the concerned users & specify the collection method in the list of records & shall maintain the records safely.

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4.4 INDEXING & FILING OF RECORDS:

- 4.4.1 The individual records shall be indexed in chronological order or date / serial nos. wise or subject of records as felt appropriate by the department in charges. The records in the form of book copies shall be kept in chronological order of period for each book which lead to easy retrieval of any of any record needed.
- 4.4.2 The records shall be filed in a new file when the current file becomes bulky for handling or after predetermined time period.

4.5 ACCESS OF RECORDS:

- 4.5.1 All the personnel performing various tasks addressed in the system shall have access to any record required by them in connection with their work, through the department in charges.
- 4.5.2 Whenever required, the records are made available for analysis, audit purpose & for any other reference purpose.
- 4.5.3 If contractually agreed, the appropriate Records shall be made available to the customers as & when required by M.R.
- 4.5.4 The records stored in departments or record room shall be provided adequate protection from any type of damage, deterioration or loss.

4.6 DISPOSITION OF RECORDS:

The records after the retention period is completed shall be destroyed by the department.

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4.7 RETENTION PERIOD OF RECORDS

- 4.7.1 The retention period for each record shall be mentioned in the list of Records (SPD/MR/L03), which is prepared & maintained by MR
- 4.7.2 Records of internal quality system audit & management review shall be retained for a period of three years by MR.
- 4.7.3 However for any other reasons, if felt necessary, any of the records shall be retained further for time period needed by department in charges and destroyed subsequently.

5.0 REFERENCES:

DOCUMENT REFERENCES		
SR. NO.	NAME OF DOCUMENTS	DOC. REFERENCE NO.
01	List of Records	SPD/MR/L03
RECORD REFERENCES		
SR. NO.	NAME OF RECORDS	RECORDS REFERENCE NO.
NIL		

DETAILS OF LATEST CHANGES : Revision in the Internal Audit frequency	BASIS FOR LATEST CHANGES : To suit organization size
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PREPARED BY : MR	APPROVED BY : Partner
SIGNATURE:	SIGNATURE:

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