DEVDATT INDUSTRIES

TITLE: PROCEDURE FOR CONTROL OF RECORDS

DOC. NO : OP/02	CL. NO. : 4.2.4	PG. NO. : 01 of 03

OBJECTIVE : To describe the methodology of controlling and maintaining quality records and to demonstrate conformance of the system in use as effective.

SCOPE : Applicable to all departments / functions.

PROCEDURE :

Sr. No	Activity	Details	Responsibility	Doc/Rec.
1.	**Identification & Indexing**	a) Quality records are identified suitably as per master list of forms / format. b) The unique identification of QMS document is referred in QM/10 (pg 02 of 02) under cl. 5.4.2.Indexing of the documents is done serially in respective list, 2nd digit of document shows the number belonging of the document.	MR	ML of Forms / Format (QF/04)
2.	**Filling & storage**	Quality record holders ensure that all records are legible and bare authorization. The records are stored at proper and known location to facilitate timely availability and avoiding damage. Respective function officers are authorized for storage and retribution. Quality records are presented to customer or his representative as desired by customer / or if contractually agreed.	All concerned	
3.	**Retention of Records**	a) Following guidelines are used for retention. i. Company's approval documents and records, customer and self-released PO are retained as mentioned in master list of forms & formats. ii. Inspection reports like RIR, DPIR & PDIR are retained as mentioned in master list of forms & formats. iii. Records of internal quality audits and MRM are retained as mentioned in master list of forms & formats. iv. Documents are always in use and it can be changed "n" number of times hence no separate retention period is mentioned in ML of formats. b) The other records are retained as mentioned in master list of forms & formats	All concerned MR All concerned	PO (QF/31) Master list of Forms/format (QF/04) RIR (QF/09) DPIR (QF/25) PDIR (QF/35) Master list of Forms/format (QF/04)
4.	**Review of Records**	All records are reviewed every month and retention period is reviewed and obsolete records (if any) are removed from live records and are destroyed.	All concerned & MR	Record of revision status (QF/06)

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5	**Method of disposition of records**	All the Quality records are reviewed every month and according to the retention period specified in the master list of formats all the records are either retained further or are disposed off. Responsibility of legibility & disposition of records is with MR. All the applicable mandatory Quality Records as required by ISO 9001:2008 are as below. These are also identified in the master list of forms / formats.	MR	Master list of forms / formats (QF/04)

SR.NO	ISO 9001 :2008 CLAUSE NO	ISO 9001: 2008 REQUIREMENT	APPLICABLE FORMAT NO.	TITLE OF APPLICABLE FORMAT NO.
1	**5.6.1**	Management Review	QF/07	Management review meeting
2	**6.2.2**	Personnel Training	QF/10, QF/11, QF/12, QF/15.	Annual training plan & record, competency matrix, skill matrix, list & details of employees
3	**7.1**	Realization process & product vs. requirements	QF/42, QF/25, QF/35	Process Plan, Daily Production & Inspection Report, PDIR
4	**7.2.2**	Review of customer requirements	QF/20, QF/21, QF/17	Customer satisfaction survey form, Customer satisfaction index, Development enquiry register.
5	**7.3.2**	Design Input	Not Applicable	
6	**7.3.4**	Design Reviews		
7	**7.3.5**	Design Verification		
8	**7.3.6**	Record of validation results		
9	**7.3.7**	Design Change reviews		
10	**7.4.1**	Supplier evaluation	QF/26, QF/24	Supplier assessment form, list of approved suppliers

11	**7.5.2**	Validation of special processes	QF/43	Special process qualification report
12	**7.5.3**	Product identification	QF/05	Tags
13	**7.5.4**	Lost / damaged customer supplied product	QF/39	List of customer supplied item
14	**7.6**	Results of calibration	---	Calibration report & calibration certificate of outside agency
15	**7.6**	Validity of previous measurements when equipment out of calibration	QF/37	Details of Instrument & Gauge
16	**7.6**	National basis of Calibration not traceable to Standard / International Standard.	N.A.	N.A.
17	**8.2.2**	Results of internal audits	QF/34	IA Corrective Action Report
18	**8.2.4**	Verification that product passed tests	QF/25, QF/35	DP & IR, PDIR
19	**8.3**	Nonconformance	QF/41	NC Register
20	**8.5.2**	Results and corrective action	QF/22, QF/41	Corrective Action
21	**8.5.3**	Results and preventive action	QF/22, QF/41	Preventive Action