

1.0 Purpose

- 1.1 To establish a procedure for the control and protection of records relating to the quality management system.

2.0 Scope

- 2.1 This procedure applies to all quality records generated by Your Company. Applicable records are shown on the Master List of Records.

3.0 Responsibility and Authority

- 3.1 The Quality Manager is responsible and has been granted authority for the implementation of, and control over, this procedure.
- 3.2 All employees are responsible for following this procedure as it pertains to records they create and use as part of their job functions.

4.0 Procedure

4.1 Identification

Each type of record is uniquely identified with a descriptive title. Electronic records are stored in a folder named "Quality Records" on the company computer network. Within the folder are the individual types of records, such as Approved Supplier List, Master List of Records, etc.

Paper records are identified by labels on the file cabinet and folders.

4.2 Storage

Quality records are stored either electronically, or on paper in filing cabinets. See Master List of Records for locations of specific records.

4.3 Protection

- 4.3.1 Electronic records are protected from unauthorized changes by the use of a password. The password is kept by the President and Quality Manager and is not shared with other employees. In

order to protect electronic records from fire, theft, or other damage, the company server is backed up on a weekly basis, or more often. The backup disk is stored in a fireproof box, or removed from the facility and taken home with a member of top management.

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