

QP 01-03

QUALITY RECORDS

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1. INTRODUCTION

The list of quality records is shown as Appendix A.

It is the responsibility of the Operations/Business Manager to ensure that the list is kept up to date.

2. FIELDS

The RECORD field gives a description of the record. (eg BS EN 9001, Processes)

The RESPONSIBILITY field nominates the person who is responsible for the storage / control and disposal of the record, NOT necessarily the person responsible for its production.

The RETENTION field defines the period for which the record must be kept. Note: "Live+.....yrs" means the record is to be retained for that amount of time after its subject has ceased to be active.

The STORAGE field defines how the record is stored/indexed for retrieval purposes (eg numeric in ring binder)

The LOCATION field defines where the record is physically held. (eg Office filing cabinet)