XYZ	XYZ Incorporated Quality Management System Procedure	QP.102		
		Rev. 1		
Title: Control o	Page 1 of 2			
Approval:				

Purpose: This procedure has been established to define the system used by XYZ Inc., for the control and retention of quality records, in accordance with the requirements of ISO 9001:2008. ISO 9001:2008 Requirement QMS Method of Addressing It will be the responsibility of each Department Manager to ensure that the quality records relative to each section of this Quality records are legible, readily QMS remain readily identifiable, legible, and retrievable. identifiable and retrievable. All records shall be organized and stored with a record index (see Table 1) to allow retrieval in a timely manner. Storage areas shall minimize unauthorized access. Only personnel responsible for these records may remove records from the storage area. Removal of quality records from the vicinity of the storage area shall be documented on a Record Control Log (Form 102.1). Documents not directly associated with record storage or retrieval shall be segregated from quality records within the storage area. Designated storage areas shall be environmentally controlled to the extent necessary to preclude physical damage to the records. Define the controls needed for the storage. protection, retrieval, retention time and Provisions shall be made for specially processed records disposition of quality records. (such as photographs, negatives, microfilm and magnetic media) to prevent damage from excessive light, stacking, electromagnetic fields, temperature, and humidity. Storage locations and retention times for records shall be in

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destroy these records.

unauthorized access and/or use.

accordance with Table 1 of this procedure.

Records should be destroyed at the end of their retention period. A Record Destruction Request (Form 102.2) shall be submitted to the Quality Manager for authorization to

Destruction should take the form of shredding if feasible, depending upon the sensitivity of the records. When shredding is impractical, it is the owner's responsibility to take whatever steps necessary to prevent the records from

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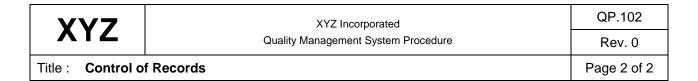


Table 1 - Quality Records

Quality Record	Filed and Maintained ¹	Media	Retention ² (Min)	Processing
Management Reviews	Quality Department	Hard Copy	7 years	QM.100, sec. 5.6
Contract Reviews (Sales Orders)	Job File	Hard Copy	5 years	QM.100, sec. 7.2.1
Design Reviews and Verification results; Original Drawings	Engineering Department	Hard Copy	5 years	QM.100, sec. 7.3
Supplier Assessments and related	Quality Department	Hard Copy	7 years	QM.100, sec. 7.4
Customer Supplied Product	Job File	Hard Copy	5 years	QM.100, sec. 7.5.4
Identification and Traceability	Tracking Database (on server)	Electronic	5 years	QM.100, sec. 7.5.3
Process and Equipment Records	Job File	Hard Copy	5 years	QM.100, sec. 7.5
Inspection and Test Records	Job File	Hard Copy	5 years	QM.100, sec. 8.2.4
Calibration Records	Quality Department	Hard Copy	7 years	QM.100, sec. 7.6
Nonconforming Product (NCRs)	Quality Database (on server)	Electronic	7 years	QP.104
Corrective & Preventative Action	Quality Database (on server)	Electronic	7 years	QP.105 & QP.106
Internal Quality Audits	Quality Department	Hard Copy	7 years	QP.103
Training	HR / Personnel Files	Hard Copy	7 years	QM.100, sec. 6.2

Note1: The removal of quality records shall be controlled through the use of a Record Control Log (Form 102.1)

Note2: The destruction of quality records shall be controlled through the use of a Record Destruction Request (Form 102.2)

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