

BAIRSTOW BROTHERS (1985) LIMITED
QUALITY MANAGEMENT SYSTEM

QUALITY PROCEDURE	Ref: QP02
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CONTROL OF RECORDS	Issue: 1 Revision 1
	Date: 06/04/06

Authorised and Issued by the Managing Director

1 Purpose and Definitions

- 1.1 BS EN ISO 9001:2000 requires that records are established and maintained to provide evidence of conformity to its standards and of the effective operation of the Quality Management System (QMS).

2 Scope

- 2.1 This procedure applies to all records referred to in the QMS, whether electronic or paper-based.

3 Responsibilities

- 3.1 The Quality Controller is responsible for ensuring that this procedure is applied to all applicable records.
- 3.2 All managers are individually responsible for the records generated by their department in regard to technical content, correctness and protection to prevent deterioration, damage or loss. Records are to be maintained in a manner to allow access to specific information contained in them.

4 Procedure: Record Control

- 4.1 The Quality Controller maintains a register of Quality Records using form [QP02-01](#). This details the forms and documents to be maintained and shows:
- Title of record
 - Location of record
 - Retention period
 - Authority for disposal of Record
- 4.2 Quality Records are stored on computer, in filing cabinets or other suitable container to prevent damage to the records and are retained for a minimum period of one year, but longer if required by contract or as designated in the Quality Record Register.
- 4.3 On an annual basis, the person responsible for the disposal of the record determines whether any records should be disposed of. If so, the records are removed from their storage location and totally destroyed. The Quality Record Register is appropriately updated.

5 Procedure: Computer Backup

- 5.1 Computer stored data is backed up as described in Quality Procedure [QP01 Control of Documents](#).

6 Documentation

[QP01-01 Document Register](#)

[QP02-01 Quality Record Register](#)

BAIRSTOW BROTHERS (1985) LTD			AMENDMENT SHEET	
Document Ref.		QP02-Control of Records		
Date	Issue. No	Details of amendment(s)	Approved by	Position
06/04/06	1	First issue	Neil Kendall	Project Manager