
QUALITY RECORDS PROCEDURE (DPM-P003)

DCSS – Process Management

1.0 SCOPE:

- 1.1 This outlines the procedure to follow for maintaining quality records in the process management system.

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2.0 RESPONSIBILITY:

- 2.1 ISO Co-Management Representatives/Business Services Directors

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Director of Business Services & the Co-Management Representatives.

4.0 DEFINITIONS:

- 4.1 Quality Records Table – Records Retention Table

5.0 PROCEDURE:

- 5.1 Records maintained to provide objective evidence of the conformity, implementation, and effective operation of the quality management system are defined in each procedure and/or work instruction.

- 5.1.1 The identification, retention, protection, storage, and disposition of the record identified are documented within the Quality Records Table located in each procedure and work instruction, as applicable.

- 5.2 Records retained are required to be legible, readily identifiable, and appropriately retrievable.

- 5.2.1 Quality records which can be faxed within an acceptable time frame are also considered readily retrievable.

- 5.3 The following are controls in place for quality records:

- 5.3.1 Retrieval: This section is not listed in the Quality Records Table. Retrieval for all records listed is identified appropriately as part of the procedure and/or each manager (approval authority) is responsible to ensure the proper retrieval of quality records. MIS or Supply Services will be contacted in order to retrieve any archived documents, if applicable. MIS stores electronic documents on the server. Hard copy documents are sent to Supply Services and stored in the warehouse.

- 5.3.2 Identification: The title of the record is identified in the document's Quality Record Table.

- 5.3.3 Storage: The storage of the record is defined by whether it is hard copy or electronic, and where the document is stored. This requirement is listed on each Quality Records Table.

- 5.3.4 Protection: Identification of how the record is secured from loss, such as electronic back-up, fire proof location, hard copy back-up, etc. This requirement is found in the document Quality Records Table. Note: In some cases, loss (protection) of the record may be "N/A" if the loss would not affect the system.

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5.3.5 Retention time: This requirement, listed in the Quality Records Table, indicates the minimum time period the record is required to be maintained. This description may also include retention time in process versus storage versus archive.

5.3.6 Disposition: This disposition of each quality record is listed in the Quality Records Table. The disposition may include archiving the record, if electronic, shredding the record, deleting the record, or discarding it at the discretion of the Director (usually indicated as “discard as desired”). If discard as desired is listed, it is decided by the Director whether to hold the record longer, shred, throw away, delete, or remove by any other means at a designated time.

5.4 It is the responsibility of the ISO Co-Management Representatives and/or the department Director to maintain the Quality Records Table found in each procedure and/or work instruction.

6.0 ASSOCIATED DOCUMENTS:

6.1 None

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Not applicable; see Section 5.0				

8.0 REVISION HISTORY:

Date:	Rev:	Description of Revision:
15-Dec-02	A	Initial Release
10-Nov-03	B	Changes in section 5.3.1

***** End of procedure *****