

<b>Quality Management System Procedure</b> [Laboratory Name]	Issue Date: YYYY/MM/DD	Rev.: <b>0</b>
	<b>QSP 4-13-1 – Control of Records</b>	

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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### Purpose

To identify, collect, index, access, file, store, maintain, protect, backup, and dispose quality and technical records. To outline procedures for the protection and backup of data/records held on computers.

### Scope / Field of Application

This procedure applies to all quality and technical records. Quality records include audit reports, management review, corrective action requests, and preventive action requests. Technical records include observations, calculations, derived data, calibration records, personnel records, and test reports.

**Note** - Forms are not records until they are completed.

### Responsibilities

**Technical Manager shall:**

- specify any alternative retention period
- ensure that records specified in the quality management system are handled in accordance with the requirements of this document

**Quality Manager shall:**

- ensure the unique indexing of records

**Records custodian (all personnel) shall:**

- collect, store, and maintain records for the minimum retention period or the period designated by the Technical Manager
- ensure that records retained are legible

### Materials Required

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Effective Date: YYYY/MM/DD