
Control of Quality Records

1.0 Purpose

- 1.1 This procedure establishes the system to demonstrate the effective operation of the Company's quality system.

2.0 Introduction

- 2.1 The ***Department Head***, supported by relevant staff, is responsible for this procedure is implemented and maintained.

3.0 Process Input Requirement

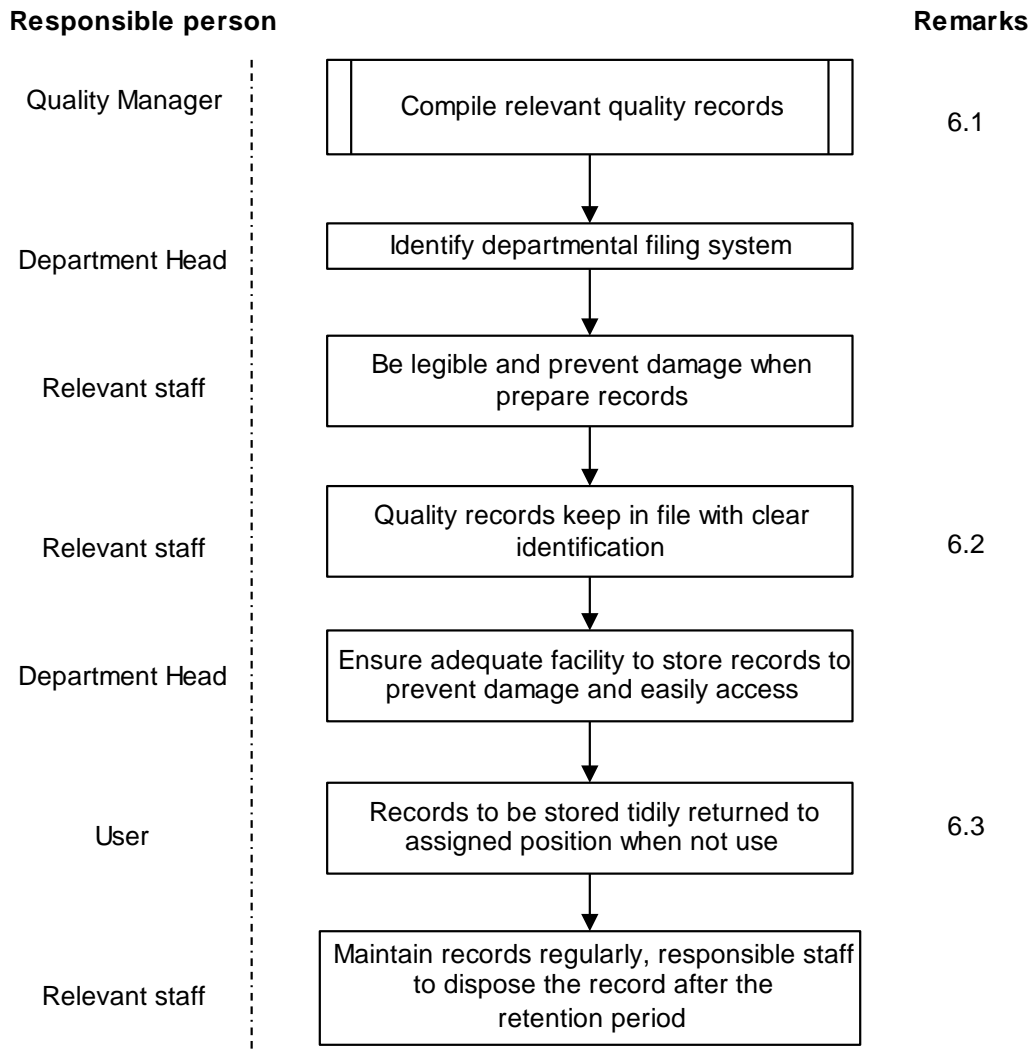
- 3.1 Filing facilities are provided.
- 3.2 Records are required for retention.

4.0 Relevant Documents

Nil

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5.0 Procedure (Flowchart)



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6.0 Remarks

- 6.1 Records and documents shall be identified by responsible staff for retention period and filing index. If not defined, the records should be kept by responsible department at least one year.
- 6.2 Record responsible staff shall file the records according to the pre-described filing index.
- 6.3 If the staff takes the records over one day, he/she must notify the record responsible staff.

7.0 Record

Nil