**FQM LIMITED**

**XX-P-004**

**Control of Records**

1. **RESPONSIBILITY**

The QHSE/HR Manager or QA Co-ordinator shall ensure that all QHSE forms are adequately identified with a document reference, description and revision number which is recorded within the document register in the Management Systems Folder on the shared drive

QHSE/HR Manager/

QA Co-ordinator

Records providing evidence of conformity to requirements and of the effective operation of the QHSE Management System shall be stored within lever arch or similar files or in filing cabinets or on computer media. In the instance of computer medium the IT Contractor shall ensure that all records are scanned for viruses before backup. Back up is done on a daily basis with the previous day’s tape being taken to an offsite location. Shadow backups are made twice a day at 7am and 12pm and are available until the next shadow copy is made.

QHSE Representatives/

IT Contractor

Completed records will remain legible and where applicable returned to the QHSE Representative for storage/distribution. Where records are held by individual Managers independently of the QHSE Function these will remain easily retrievable and where possible electronically. Hard copy records will be held in a manner which maintains adequate protection, security and ease of retrieval. All such records will have their document reference and description clearly identified.

All staff

All records, hard copy or electronic format will be retained for a minimum of the specified duration as per below table. After this period all hard copies will be subject to disposal as confidential waste or in the case of computer media the files will be deleted. Any electronic files named below that are archived on the computer may be transferred to external hard drives for indefinite retention.

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|  **Record** | **Maintained by** | **Retention Period** |
| Quality records required to satisfy ISO 9001 standard | QAC | 3 Years |
| Client Documentation Packages | QAC, QCI | 3 Years |
| Environmental records required to satisfy SEPA Part B Permit | QAC | 3 Years |
| Waste Transfer Notes | QAC | 3 Years |
| Records relating to Quotes & Tenders Including specs, drawings, cost sheets | Managers | 3 Years |
| H&S Records required to satisfy internal management system procedures not bound by legislation | QHSE Manager | 3 Years |
| Accident Records | QHSE Manager | 5 Years |
| Occupational Health Records | QHSE Manager | 40 Years |