Approved by: Managing Director

PSA

Document Title : Record Control Procedure

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#1	First edit	April

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1- Objective and Scope

Creating a procedure for identifying, collecting, listing, accessing, archiving, storing and assigning technical and qualitative records.

The scope of this method is all technical and qualitative records of the corporation.

2-Defenition

A record is the document that provides the results or evidence of the performance of the activities.

3-Records

1-3-Corporation's quality regulations

2-3- ISO/9001

3-3- ISO/IEC 17020

3-4 ISO/IEC 17065

4-Record type

All records are stored on the corporation server.

5- Type of maintenance

All documents and documentations are archived in a static and steady manner.

6- Procedure

Responsibility

- Responsibility for maintaining and storing technical and qualitative records is the responsibility of all personnel within the scope of the tasks.

-It is the responsibility of the quality manager to determine the record of the assignment .

-It is the responsibility of the quality manager to complete the records table.

-The responsibility for getting back up of computer files is once a year by the Quality Manager.

-The responsibility for maintaining and saving computers and automated equipment for ensuring the proper functioning is on all individuals.

- If required, it is the responsibility of the technical director to validate the testing software.

- External documents such as standards are updated annually or by case through the relevant organization's site, and internal organization documents, such as catalogs of devices and forms that are related to the customer, are also reviewed annually and archived.

The technical and qualitative records are objective evidence of the implementation of the quality management system, which is arranged in the form of reports or forms of performance records, reviews, and ... in different places on a daily, weekly,… basis and collected over time.

Records include internal and external audit reports, management review and corrective and preventive measures, and ….

All technical and qualitative records are legible and stored and kept in a way that prevents damage and loss or destroy.

Keeping records is in such a way that the amount of access time to them is minimal.

The record keeping times and assignment methods are determined by the management representative in the quality records control table.

All registers and completers of the forms are required to fully answer the items contained in the forms.

In the case of computer-recorded records, maintenance times and back-up times are specified in the quality records control table.

Note 1: For all corporation computers are defined the password to prevent unauthorized users from accessing.

If the computer software is developed by the corporation, it is approved by the technical director in one of the following ways:

It should be noted that the commercial software is considered to be approved.

Note 2: Regarding the recording of technical records and performance reporting when there is an error in the records, any errors should be specified by multiplication, not cleared or deleted, and the correct value should be written next to it. The corrections made by the relevant person are signed.

Note 3: All records are kept securely and confidentially and records management authorities are identified in the record table.

5-Annex

1-5-Expired expiration date form with F-L-07 code

2-5 Permission Form to Eliminate Quality Records with F-L-08 Code