	<h1 style="text-align: center;">Records Management</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-SS-11.03
	Department: Quality Assurance	Effective Date: August 08, 2019	Revision No 1

Scope

The document covers the policies and procedures in creating, labeling, storing up to disposal method.

This includes records required by ISO 9001 Standard and records necessary for the effectiveness of the Quality Management System (QMS).

Ownership

The Quality Assurance (QA) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Policies

1. When creating and updating records, users shall ensure the appropriate:
 - a.) Identification and description (e.g. title, date, author, or reference number);
 - b.) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic)
 - c.) Review and approval for suitability and adequacy.
2. Records shall be controlled to ensure:
 - a.) It is available and suitable for use, where and when it is needed;
 - b.) It is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

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3. Owner shall issue charge out form before release of document/record.
4. Records shall be stored in an area that preserves them including their legibility and must be locked at all times.
5. Users shall follow the following Records Retention Schedule (RRS) Codes

RRS Code	Department
CLM	Claims
CSD	Customer Service
FIN	Finance
FMT	Fleet Management
HRD	Human Resource
ITD	Information Technology
IAD	Internal Audit
MKT	Marketing
MMD	Materials Management
OP	Office of the President
OPS	Operations
PRJ	Projects
QAD	Quality Assurance
SAL	Sales

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6. Users shall follow the Record Code (Department Code), Record Name, Type, Records Definition, Active, Inactive and Disposal method indicated on Records Retention Schedule (RRS) for their proper filing.

Refer to RRS Code per department

7. Any record of external origin shall be included in the list of Externally- Generated Documents (EGD).
8. Document and Data Controller / Quality Assurance (QA) Analyst shall comply with the change or version on Documentation Procedure.


Refer to Documentation Procedure

9. Records Coordinator / Document Owner, per department is in-charge of the Records Management of its respective department.
10. Accomplishment and approval of Document Disposal Request Form shall be prepared by the Records Coordinator / Document Owner before disposing inactive or obsolete documents indicated in the Records Retention Schedule.
11. Indicate in logbook any borrowed files for reference of retrieval.

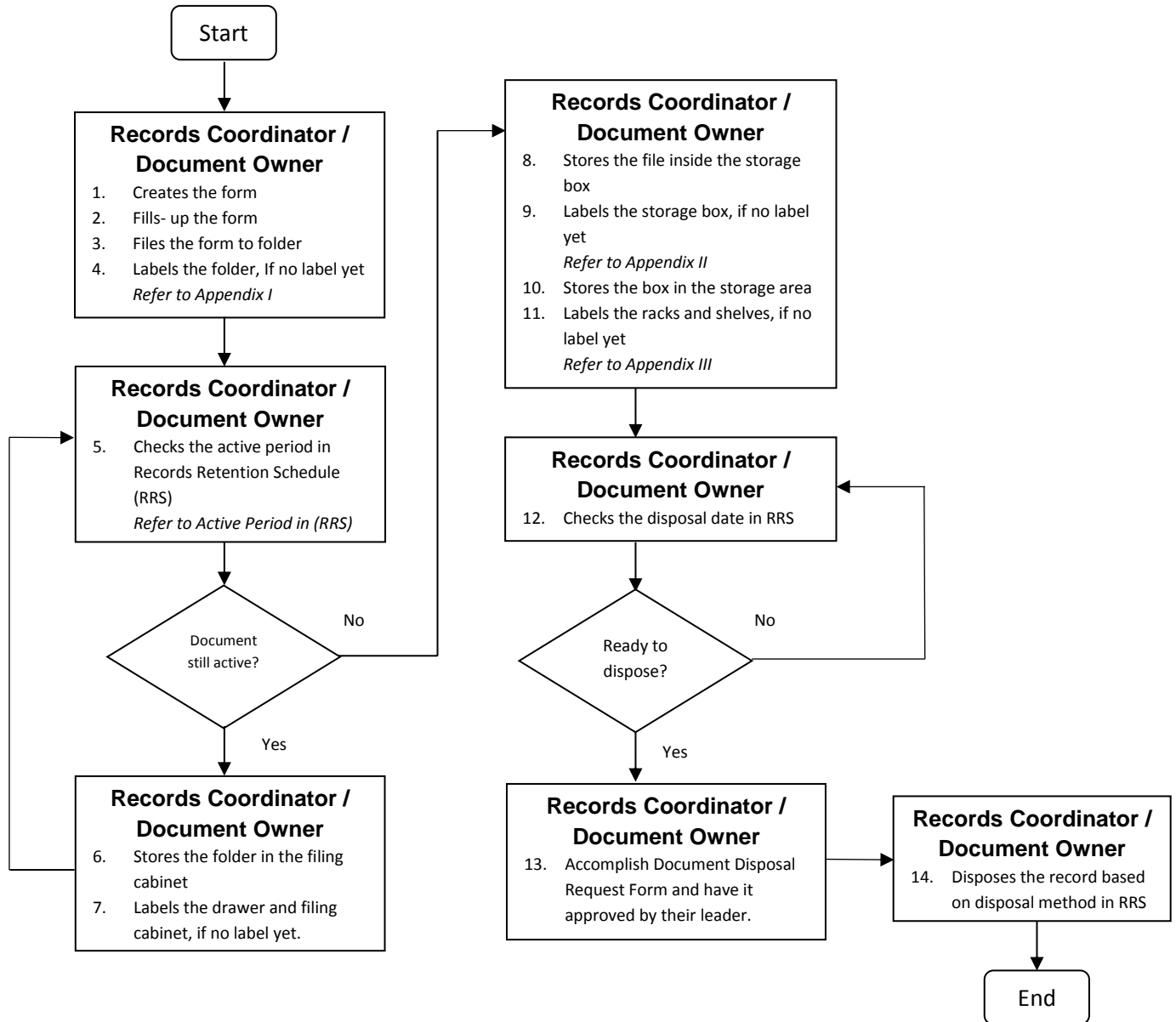
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Procedures



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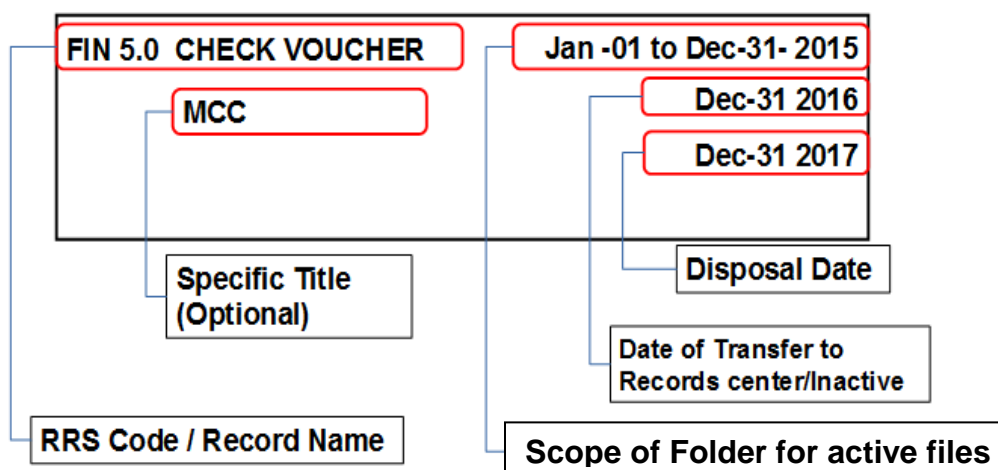
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Appendix I

Label for File Folder



Appendix II


Label for Storage box

File Location Code	BU/Department	Box No.
R1-S2	SC- OPS	1/2
Disposal Dates	Document Name/ Period Covered	
31-Dec-15	Trip Ticket / Jan-01 to Dec-31 2016	

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Appendix III

Label for Furniture and Fixtures

Furniture and Fixtures	Identifier	E.g	Remarks
Cabinet	C	C1-S1 C1-S2 C1-S3	C Stands for Cabinet S Stands for Shelves (Includes Wooden Cabinet and Locker)
Filing Cabinet	F	F1-D1 F1-D2 F1-D3	F Stands for Filing Cabinet D Stands for Drawers Sequence should be from top to bottom; left to right
Table	T	T1 T2 T3	Includes Table, Chair, Computer Desktop and Conference Table/Chairs
Rack	R	R1 R2 R3	R Stands for Rack S Stands for Shelves
Data box			Documents inside databox should be working files only. Should be place on the top of the table or shelves.

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