	Procedure	Code: P03
	Records Control	Version: 02

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1 Purpose and scope

This procedure defines the records control provisions of SOAC's quality management system and records on conformity assessment bodies.

2 References

- ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies
- P02: Computer Document Control

3 Distribution list

All services concerned.

4 Effective date and review

This document is applicable from the date mentioned on the cover page. It will be updated as necessary.

5 Summary of changes

Version 00: creation.
Version 01: revision to some sections and update of the table of modifications.
Version 02: Consideration of the records management on conformity assessment bodies.

6 Terms and definitions

Record: Document containing results of implemented activities or giving objective evidence of its implementation.

QTSO: Quality & Technical Senior Officer

QMS: Quality Management System

7 Process description

7.1 Creation and typology

SOAC creates the necessary records media to provide evidence of the execution of its activities and the results achieved. QTSO keeps a record of the QMS records management sheet (see F01P03).
In addition to records from internal sources, SOAC manages records on conformity assessment bodies and any other sources that enter into its management system.

There are several types of records, including:

- **R**ecords on the functioning of the QMS (internal quality audit reports, treatment of nonconformities, corrective actions, meeting minutes, etc.);
- **R**ecords on conformity assessment bodies (assessment, accreditation, consecutive

assessment and renewal of accreditation process etc.);
- **R**ecords on the qualification and monitoring of experts and assessors (CV, appraisal of assessors and experts etc.).

7.2 Records Management

7.2.1 Conservation and Preservation

Records are kept by the services which create and use them. The Quality & Technical Senior Officer and these services are responsible for the preservation of records against loss, damage, and deterioration.

Records on conformity assessment bodies are kept up to date and managed as to demonstrate that the accreditation requirements have actually been met.

Records are normally stored in folders, binders or in the files to which they relate, so as to make them easily accessible.

They are kept in an environment adapted to their retention period.

Records are confidential and are managed to prevent unauthorized use.

As far as possible, records are kept in electronic format to facilitate their retention over a longer period of time.

7.2.2 Retention Period

Records retention periods take into account multiple requirements, including contractual requirements, internal retention requirements, normative and regulatory requirements, where applicable.

The retention period for records on the functioning of the QMS is **05 years**. Records on conformity assessment bodies and those on the qualification and monitoring of experts and assessors are retained **at least for the duration of the current cycle plus the previous full accreditation cycle.**

Beyond these durations, the records may be deleted.

The lifespan of external regulatory documents and records takes into account the applicable deadlines set by the regulator.

7.2.3 Access

Records are accessible only to functions whose activities require the use of these documents.

This access is subject to an authorization of the person responsible for their preservation (see F02P03).

The function that allowed access to records ensures the integrity of these documents after their consultation.

8 Related documents

Refer to F02P01-Current QMS Control list

9 Table of modifications

No.	Source	Modification in brief (Relevant changes)
P03.00- 1 July 2018		
Creation		
P03.01- 15 October 2019		
1	§ 2	The references have been revised in line with the wording of the standards
2	§ 6	The words “abbreviation” (title) and “Quality Manager” have respectively been replaced by “Terms” (title) and “QTSO: Quality & Technical Senior Officer”
3	§ 7	The provisions for all the have been technically revised and numbers reorganized to align to the point records Management in section 7.2 stepping from 7.2.1 to 7.2.3
4	§ 8	This section has been revised: the words “related forms” (title) have been replaced by “related documents” (title)
P03.02- 17 January 2020		
1	§ 1 ; § 5 ; §7	Technical review and update of the mentioned sections to take into account records management on conformity assessment bodies.