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QF4.2.3-1	Master Document Index
QF4.2.3-2	Document Issue Sheet
QF4.2.3-3	Document Change Request

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#### 4.2.4 Control of Records

Similarly, Clause 4.2.4 demands that an organization must implement a documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records and that these records must remain legible and identifiable throughout their retention period.

This because records are an important organizational asset; they provide the primary route for evidence based verification and traceability, and are able to demonstrate compliance with customer requirements. Records also prove the efficacy of the quality management system.

- Use your records to prove that requirements have been met
- Develop a procedure to control your records (QSP4.2.4)
- Ensure that your records are useable

#### Records Required By ISO 9001

Implementing a compliant document management system could mean keeping certain records that your organization might not be already keeping. Some of these records may seem a little confusing until you become more familiar with the quality standard.

Of course, you might decide to keep more records than those listed below, if you feel your organization needs them, but as we always preach, keep your system simple. The fewer documents and records you keep, the fewer things that will be audited, and the more time you will have to actually run your business.

Ref	Definition
5.6.1	Management review minutes, &c
6.2.2 (e)	Education, training, skills and experience
7.1 (d)	Evidence that realization process and resulting products fulfil requirements
7.2.2	Results of review of requirements relating to the product and actions arising
7.3.2	Design and development inputs
7.3.4	Results of design and development reviews and any necessary actions
7.3.5	Results of design and development verification and any necessary actions
7.3.6	Results of design and development validation and any necessary actions
7.3.7	Results of the review of design & development changes and any necessary actions
7.4.1	Results of supplier evaluations and actions arising from the evaluations
7.5.2 (d)	Validation of processes where the output cannot be verified by 8.2
7.5.3	The unique identification of the product, where traceability is a requirement.

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# Guidance Writing Quality Manual

**Ian Pickup**



## **Guidance Writing Quality Manual:**

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