

<b>SRI</b>	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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Title : Procedure for Record Control		

## **2.0 CONTROL OF RECORDS**

### **2.1 SCOPE**

This procedure describes the active period, Identification codes, Location and who is responsible for monitoring of the records

### **2.2 RESPONSIBILITY**

Management Representative is overall responsible for ensuring that all records are maintained. Other individual who are responsible for maintaining quality records pertaining to their sections are identified in the respective procedures

### **2.3 CHARACTERISTICS**

- 2.3..1 Each record has a format number, revision no & revision date.
- 2.3..2 Details of various Records, their storage limits and persons responsible are given in Annexure 10
- 2.3..3 Identification numbers of Records are given either in quality procedures or work instructions.
- 2.3..4 All records are stored in such a way that no damage/deterioration takes place.
- 2.3..5 All records are legible and identifiable.
- 2.3..6 After the expiry of the specified storage period, these records are destroyed.
- 2.3..7 Reviewed & approval copy of record sheet is maintained by the MR

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	