QUALITY STANDARD SYSTEM MANUAL



DOCUMENT NO. QML 22.0

PREPARED BY: Marilar F. De Guzman, MD QAM EFFECTIVITY DATE: May 4, 2018 REVISION NO. 2

APPROVED BY: Glennda E. Canlas, MD Medical Director

SUBJECT: QUALITY RECORDS

I. ONSITE STORAGE PROCEDURE

- a. Properly label all logbooks, files and records.
- Indicate the date range of the files and records.
- c. Store all files and records in the filing cabinets.
 - ** Files and records that are considered active will be stored accordingly, based on their retention period of 2 years as indicated in the Register of Quality Records.
- d. All files and records to be kept should be entered in the Google Docs

II. OFFSITE STORAGE PROCEDURE

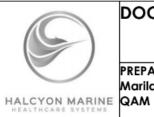
- Files and records that are beyond retention period will be considered inactive.
- b. All files and records that are inactive should be placed in a box and properly labeled (Box #, Type of records and Date)
- c. The storage box is identified by a red tag (Red tag will indicate the type of document and status of storage).
- d. All records to be stored off site should be entered in the Google Docs
- e. Files and records stored off site will be coordinated with the compliance officer.

III. <u>DISPOSAL</u>

All files and records beyond the retention period should be disposed either by shredding or to be used as scratch paper.

CONTROLLED

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