


<b>QUALITY STANDARD SYSTEM MANUAL</b>	 <b>HALCYON MARINE HEALTHCARE SYSTEMS</b>	<b>DOCUMENT NO. QML 22.0</b>	<b>EFFECTIVITY DATE:</b> May 4, 2018
		<b>PREPARED BY:</b> Marilar F. De Guzman, MD QAM	<b>REVISION NO. 2</b>
<b>APPROVED BY:</b> Glennnda E. Canlas, MD Medical Director			
<b>SUBJECT: QUALITY RECORDS</b>			

**I. ONSITE STORAGE PROCEDURE**

- a. Properly label all logbooks, files and records.
- b. 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**


- a. 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. DISPOSAL**

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

**CONTROLLED**

"SUPERCEDED COPY FOR  
REFERENCE USE ONLY"  
DUR 3555

<b>QUALITY STANDARD SYSTEM MANUAL</b>	 HALCYON MARINE HEALTHCARE SYSTEMS	<b>DOCUMENT NO.</b> <b>QML 22.0</b>	<b>EFFECTIVITY DATE:</b> May 4, 2018
		<b>PREPARED BY:</b> Marilar F. De Guzman, MD QAM	<b>REVISION NO. 2</b>
<b>APPROVED BY:</b> Glennda E. Canlas, MD Medical Director			
<b>SUBJECT: QUALITY RECORDS</b>			

**CONTROLLED**

"SUPERCEDED COPY FOR  
REFERENCE USE ONLY"  
DUR 3555