

<b>Alloy Toll Management Sdn Bhd</b>	<b>Doc. No. : PM 06</b>
	<b>Version No. : 2.7</b>
<b>Control Of Quality Record</b>	<b>Effective Date : 23/03/2018</b>
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## **1.0 Purpose**

- 1.1 To specify a retention period for the quality records.
- 1.2 To provide for identification, collection, indexing, access, filling, storage, maintenance and disposition of quality records

## **2.0 Scope**

- 2.1 This procedure applies to quality records, which demonstrate conformance to identified requirements of the quality system operation. It also applies both for hardcopy and softcopy records

## **3.0 Procedure**

- 3.1 A record is defined as any data collected as part of the quality system which may either be:
  - Management report/ Meeting minutes
  - Results obtained after following instructions or documents
  - Certificates of conformance
  - Verification results
  - Audit Results
- 3.2 All quality records together with the retention period are identified at the end paragraph of each procedure, which is determined by the Process Owner.
- 3.3 All records shall be properly filed in each department and stored at designated area.
- 3.4 Should records are no longer required or exceeded the retention period; staff shall carry out disposal activity when necessary. Approval from the individual superior shall be obtained prior to the disposal.
- 3.5 The method of disposing of Quality Records is decided by HOD.
- 3.6 The Quality Record Store Area shall be checked regularly to ensure it is in good condition in order to prevent damage or deterioration of the records.

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3.7 Electronically stored record is mainly record that associated with the toll collection system at each of the toll plazas and the headquarters. These records will have their own unique back up method within the system in case of emergency (refer to the Database Backup and Recovery Procedures for Kuala Lumpur – Karak Highway and East Coast Expressway for the toll collection system)

3.8 Control on protection of records.

Pest control is conducted once a month to secure records against unintentional damage or destruction from pest.

#### **4.0 APPLICABLE CLAUSE**

7.5.4 Control of Quality Records

#### **5.0 Quality Records**

<b>No.</b>	<b>Title of Records</b>	<b>Person In Charge (PIC)</b>	<b>Retention Period (Year)</b>
1	Quality Record Report		
	a. Financial	DCO	7
	b. Non - Financial	DCO	3

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### DOCUMENT AMENDMENT REGISTER

NO	DATE	REASON	CHAPTER	VERSION
1	26/5/2000	Initial Release	All	1.1
2	11/6/2002	Procedure updated to be in-line with ISO 9001:2000	All	2.0
3	1/11/2005	Procedure updated as Paradigm II software were no longer in use	All	2.1
4	14/02/2006	Quality Records applies both for hardcopy and softcopy	2.1	2.2
5	10/08/2006	<p>i) Should records are no longer required <b>or</b> exceeded the retention period; staff shall carry out disposal activity when necessary. Approval from the individual superior shall be obtained prior to the disposal.</p> <p>ii) Electronically stored record is mainly record that associated with the toll collection system at each of the toll plazas and the headquarters. These records will have their own unique back up method within the system in case of emergency (refer to specific manuals for the toll collection system)</p>	<p>3.1</p> <p>3.7</p>	2.3
6	02/01/2008	Document Authorization: Management Representative - DGM	All	2.4
7	30/06/2009	<p>i) Procedure updated to be in-line with ISO 9001 : 2008</p> <p>ii) Manual for Database Backup and Recovery Procedures for Kuala Lumpur Karak Highway and East Coast Expressway</p>	<p>All</p> <p>3.7</p>	2.5
8	15/03/2017	<p>New inserted; Control on protection of records.</p> <p>Pest control is conducted once a month to secure records against unintentional damage or destruction from pest.</p> <p>Amended on, Quality Records, Distinguished retention period between Financial Records and Non-Financial Records.</p>	<p>3.8</p> <p>4.0</p>	2.6

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<b>NO</b>	<b>DATE</b>	<b>REASON</b>	<b>CHAPTER</b>	<b>VERSION</b>
9	23/03/2018	<p>Procedure updated to be in-line with ISO 9001:2015.</p> <p>Amendment;</p> <ul style="list-style-type: none"> <li>- Revision No. changes to Version No. as agreed in the 4<sup>th</sup> ISO New Standard Transition meeting.</li> <li>- New format for Quality Records table.</li> </ul>	4.0	2.7

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