

BOROSIL renewables	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/002 ISSUE NO. / DATE: 01 / 12-02-2020
	PROCEDURE FOR CONTROL OF RECORDS	REV. NO: --01 REV. DATE: --01.07.2023

1. Purpose

To lay down steps for the control of records

2. Scope

All records pertaining to the documented IMS

3. Responsibility and Authority

MR and RFHs have responsibility for the implementation of this procedure. MR reports to Factory Manager. RFHs report to management personnel in accordance with the organization chart.

4. Details

S. N.	Activity	Responsibility	Reference and Records
4.1	Prepare a list of all records included in the documented quality management system giving details of title, record number, retainer and retention period.	MR	MR/L4/010
4.2	Ensure that the records are legible, identified and filed/stored in the designated folders/area.	RFH	-
4.3	Ensure that all records are easily accessible to internal agencies, and to customer or customer's representative when required as per the contract.	RFH	-
4.4	Ensure that suitable storage space is provided for the storage of records.	RFH	-
4.5	Ensure that the records are disposed off at the end of the specified retention period.	MR	-

5. Abbreviations

Abbreviation	Full Form
IMS	Integrated Management System(L1)
FM	Factory Manager
MR	Management Representative
RFH	Respective Functional Head
RFE	Respective Functional Executive
SG	Solar Glass

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6. Reference and Records

Section	Title
L1/4	Quality Management System
MR/L4/010	List of Records

Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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