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|  | 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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| PREPARED BY | REVIEWED BY | APPROVED BY | Page 1 of 2 |
| Mr. Hiren Dodiya ISOC | Mr. Chayank Dave MR | Mr. Anoj Singh Plant Head | |
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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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|--------------------------|------------------------|------------------------------|-------------|
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| Mr. Hiren Dodiya ISOC | Mr. Chayank Dave MR | Mr. Anoj Singh Plant Head | |
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