

**1. Records (Affected Area)**

All kind of generated support records from ADDVOLT Integrated Management System according with the requirements of ISO 9001 and ISO 27001.

2. Need Control?(Affected Area/IMS)

Evaluate the need to control records according their finality and relevance.

If theres the need to control the record, it must inserted on the Documents Control List.

If there's no need to retain the record, it only must be retain as a work copy and eliminated after 3 months.

3. Retention period (Affected Area)

The retention period is allways defined according with specific legislation or according clients requirements. Allways considering the longest period.

4. Distribution needed? (Affected Area)

Evaluate if the document distribution is needed according it's finality and related procedure relavance.

If yes, the record must be distributed as a work copy and the original retained without access to the general user.

If not, the original record must be retained without access to the general user.

5. Records Review (Affected Area)

The records must be periodically review, in order to guarantee that they are satisfying all the possible updated requirements.

If retention period is expired, the record must eliminated

During the retention period the record must be continoues reviewed.

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Macro Process: Management 02 - Integration Management System
Process: 02 1 - Documentation Management
Procedure: P 02 1 30 - Control Distribution

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