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**QACP 13 - CONTROL OF QUALITY RECORDS**

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**PURPOSE:**

To ensure the proper maintenance and storage of all quality records within the Quality System of the Triton Marine Group.

**SCOPE:**

All quality records that support the commitment to quality.

**DEFINITIONS:**

Quality Record: A document that furnishes objective evidence of activities performed or results achieved.

**RESPONSIBILITIES:**

The General Managers and the Department Managers of the Triton Marine Group are responsible for ensuring safe storage and maintenance of quality records in their areas of responsibility.

**REFERENCES:**

None



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### PROCEDURE:

- 13.1 Quality records are identified on the Master List of Quality Records kept by each Division and Department.
- 13.2 Records are collected when complete by the person responsible for completing the record and filed by any qualified person in the location identified on the Master List. No specific indexing method is defined. However, the index key used is identified on the Master List.
- 13.3 Quality Records are stored in their original condition, in a suitable environment to prevent damage, deterioration and loss. Quality Records are readily retrievable for review upon request. Access to Quality Records is not limited but is subject to normal building security.
- 13.4 Quality Records are stored for a period of time to demonstrate conformance to specified requirements and the effective operation of the quality system. The minimum length of time each record is retained is documented in the Master List of Quality Records kept by each Division and Department. No quality record is removed from the Quality System and destroyed without written approval of the appropriate General Manager or Department Manager.
- 13.5 Quality records are kept primarily as hard copy. When quality records are kept on a computer disk or tape, ability to enter information is password controlled and the computerized records are backed up on a regular basis as per QACP 2 (Document Control Process).