**M05 Document Control & Records**

# Introduction

 To demonstrate that KC Group Shipping Ltd stated quality objectives have been satisfied, a detailed system of control for quality related documentation and records needs to be maintained.

# Scope

The Companywill produce and maintain adequate documentation to detail the requirements of the quality management system and to ensure that the requirements of the customer can be satisfied. Adequate records must be maintained for this purpose.

This procedure also applies to all records generated under the other procedures in the quality management system.

# Responsibility

It is the responsibility of the Directors and Quality Representative to ensure that:

1. The Quality Management System is adequately documented.
2. Documents are properly controlled and approved and are readily available to those personnel that need to use them.
3. Sufficient records (electronic or hardcopy) are maintained and these are legible and readily found.

# Procedure

## Document and Data Control

### All quality manual documentation must carry a unique identification number, an issue number and the date from which the document becomes effective.

### Documents must be formally approved for use.

### Other quality documents must be clearly identified by their title or other reference, traceable from the document master register.

### A master documents register held within the manual will be available and will carry the current issue of each controlled document copies of which may be held elsewhere as their day to day use requires.

### Obsolete documents will generally be withdrawn from the system. If obsolete documents are retained the reasons why must be noted on the master documents register

### External documentation must be adequately controlled to ensure that it is not damaged or lost.

### All forms must be periodically assessed under the Quality Audit procedures for currency and fitness for use.

### Any changes required to documentation must follow the process documented above; they must be approved by the Directors prior to use.

### Access to documentation will be allocated on a case by case basis.

## Records

### All completed quality documentation and records must be retained for at least three years unless specified in other regulations or by legislation. Other documentation should be retained in line with agreed legislative and regulatory requirements and any special stipulation of the clients.

### Records must be correctly filed under suitable headings, in files, folders etc. so that they can be readily found. Adequate security must be maintained to ensure that records are not lost or damaged.

### Records must be legible.

### Records kept on computer or on other electronic media must be backed up on a regular basis such that the information can be recovered if necessary.

### Records may be destroyed at the end of their retention period.

## Backups of Computer System

### The systems are backed up in real-time on the *Cloud* and daily for any server based applications as per AEO Procedure AEO 014.0.