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Abstract:

This document describes the procedure for control of records.

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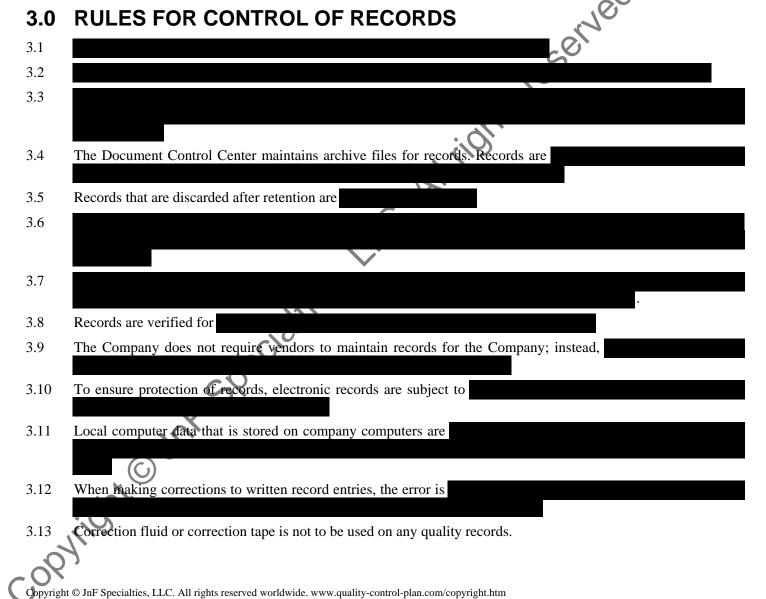
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### 1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality management system (QMS). The scope of this procedure is to control only the records referenced in this document; other records are not controlled.

### 2.0 THEORY

A record is any written or electronic piece of evidence that may be needed later to provide evidence of conformity to requirements. Typically a blank "form" becomes a "record" when it is completed. Records must be controlled so that the information on them is accessible, legible and suitably maintained.



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**Appendix A: Records Matrix** 

Required Record or	Company Decord	Controller	Tyrno	Location	Minimum
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