



Records Management Policy

Introduction

This Records Management Policy outlines the laboratory's commitment to creating, maintaining, and managing accurate and complete records of its tests and calibrations.

Purpose

The purpose of this policy is to ensure that the laboratory's records are accurate, complete, and readily accessible, and that they meet the laboratory's requirements and the requirements of its customers and accrediting bodies.

Scope

This policy applies to all records created and maintained by the laboratory, including test and calibration data, customer and accreditation records, personnel records, and quality management system (QMS) records.

Policy

- The laboratory will create and maintain accurate and complete records of its tests and calibrations and will ensure that these records are readily accessible.
- The laboratory will ensure that its records are protected from unauthorised access and tampering, and that they are secure from loss, damage, or destruction.
- The laboratory will ensure that its records are properly maintained and updated, and that they are easily retrievable when needed.
- The laboratory will ensure that its records are in compliance with the laboratory's procedures, policies, and guidelines, and with the requirements of its customers and accrediting bodies.
- The laboratory will maintain records of its personnel training, including the date of the training, the type of training, and the personnel who attended the training.
- The laboratory will regularly review its records management processes and procedures to ensure they remain relevant and effective.

Conclusion

The laboratory is committed to creating, maintaining, and managing accurate and complete records of its tests and calibrations. This Records Management Policy is an important part of the laboratory's QMS and is intended to ensure that the laboratory's records are accurate, complete, and readily accessible, and that they meet the laboratory's requirements and the requirements of its customers and accrediting bodies.