

	<b>United States Accreditation, INC.</b>  <b>Procedure For Control of Records</b>	<b>Document No:</b>	<b>USACC-P-04</b>
		<b>Release Date:</b>	<b>01/04/2021</b>
		<b>Rev Date / No:</b>	<b>0</b>

## 1. PURPOSE

The purpose of this procedure is to define the methods used for the identification, maintenance, protection, controlled access, retention period and destruction of records related to the execution of the United States Accreditation, INC. management system and the accreditation of conformity assessment bodies.

## 2. SCOPE

This procedure covers all of the records contained in United States Accreditation, INC.'s management system.

## 3. DEFINITIONS

Definitions related to this procedure are given in the USACC-IN-01 Instructions on Terms and Definitions Used in the United States Accreditation, INC. Documentation.

## 4. RELATED DOCUMENTS

USACC-P-08 Procedure for Management of Documents

USACC-IN-01 Instructions on Terms and Definitions

USACC-IN-05 Instructions on Backup

USACC-IN-03 Instructions on Confidentiality and Security of Information

USACC-IN-08 Instructions on Archiving

USACC-IN-10 Instructions on Document Flow

## 5. IMPLEMENTATION

### 5.1 General Requirements

All records are maintained in controlled environments by the department responsible for keeping the record(s) in question against corruption, loss, theft and any damage.


The relevant case officer shall have access to the archives of departments. Special locked archiving cabinets shall be used for unit archives. No deletion, scraping or uncontrolled changes shall be made on the records.

Only material errors such as spelling errors on the records shall be corrected by the person who created the said record, by striking out the erroneous spelling and discarding the date and initials so that the change made is visible. Records stored in electronic environment shall be periodically reviewed and backed up by the Information Technologies Unit (ITU). ITU is responsible for the maintenance of electronic records (including ATE and CAB records) regarding the activities of both Quality Manager and accreditation. These back-up and storage procedures are carried out in accordance with USACC-IN-05 Instructions on Backup.

Records subject to a legal transaction shall not destroyed until the transaction is concluded with the approval of the Legal Department.

### 5.2 Quality System Records

The Quality Manager shall record the quality system records in "USACC –LT-16 Quality Records List" and the person who is to keep these records shall be determined. Quality system records are generally stored and archived by the Quality Manager.

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Quality system records can only be received from the Quality Manager, and, if defined, after the approval of the department head responsible for keeping the said record.

### 5.3 Accreditation Records

All kinds of records regarding the accreditation process defined in " USACC-LT-16 Quality Records List" shall be stored by the relevant department. A file for recording accreditation activities shall be created for each CAB. Following the registration of an application to the United States Accreditation, INC. Information Management System, a file number is assigned to CAB.

During the accreditation process, the organization records and related correspondence shall be controlled by the relevant Case Officer.

As soon as the accreditation process is completed, the files containing the records of the bodies whose process is completed shall be stored according to the "USACC –IN-08 Instructions on Archiving". Filing in the archive shall be carried out systematically.

For the security of the documents in the archive against all kinds of natural disasters, fire, theft, etc., counter-measures are taken.

### 5.4 Confidentiality and Security

United States Accreditation, INC. has the necessary regulations to ensure that all kinds of management systems and accreditation records are kept securely and confidentiality is ensured at all stages of the accreditation process. This process is explained in detail in "USACC –IN-03 Instructions on Confidentiality and Security of Information".

### 5.5 Storage Period

The list of records shall be stored by the department responsible for storing the record for the periods specified in " USACC-LT-16 Quality Records List".

### 5.6 Destruction of Records

Records with defined expired storage periods shall be destroyed in a way that prevents them from being read by the relevant department.

## 6. AUTHORITY AND RESPONSIBILITIES

Authority and responsibilities are described in " USACC-G-34 Job Description and Organization Chart Guideline".