


	<b>UNIVERSITI KUALA LUMPUR</b> <b>ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>CONTROL OF RECORD</b>	Doc. No:	UniKL/RCMP/ QMS-02
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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	QMR
2	01 Oct 2014	Amendments to: Clause 1: Objective Clause 2: Scope Clause 3: References Clause 4: Definitions / Abbreviations Clause 5: Procedure	01	QMR
3	01 July 2017	Upgrading of ISO 9001:2015 (Refer to the Items highlighted in blue)	02	QMR

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## 1. OBJECTIVE

This document defines the control procedure and responsibilities for the identification, storage, retrieval, retention and disposition of quality records.

## 2. SCOPE

The scope of this procedure covers all quality records that are kept to demonstrate the conformity to requirements and effectiveness of the Quality Management System to UniKL RCMP.

## 3. REFERENCES

UniKL/RCMP/QM-01, [Clause 7.5](#)


## 4. DEFINITIONS / ABBREVIATIONS

CEO Chief Executive Officer  
QMR Quality Management Representative

## 5. PROCEDURE

### 5.1 General

5.1.1 Quality records are maintained to attest to the full implementation of the quality system. The records are stored as secured computer files, databases or files in designated cabinets, containers or devices to prevent deterioration and damage. Such records are easily accessible for use and are made available for review upon request.

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5.1.2 The following documents are acceptable records:

- 5.1.2.1 forms,
- 5.1.2.2 reports,
- 5.1.2.3 minutes of meetings,
- 5.1.2.4 signed or stamped documents,
- 5.1.2.5 computer files or databases.

## 5.2 Responsibility

5.2.1 This procedure applies to all quality records and is to be followed by all staff where appropriate. Quality records are generated and maintained by the faculties, departments and units responsible for their creation. All deans, deputy deans, head and/or coordinators of programmes, head of departments and units have immediate responsibility for the management of records relating to their activities. All records must contain sufficient data to attest to satisfactory completion of the recorded activity and at minimum, must be signed and dated by the individual responsible for completing the record.

5.2.2 For computerized records, appropriate back up procedures are established. Staff is responsible for backing up computer files.

## 5.3 Identification, Storage, Location, and Retention Time

5.3.1 All record cabinets, containers, and devices are clearly marked/labeled to identify their contents. Records are indexed and grouped for expedient retrieval. Records must not be stored in staff's personal filing devices/locations.

5.3.2 The QMR with the consent of CEO specifies a period of retention of the quality records and the retention period for the quality records are also determined by operational, statutory and regulatory requirements.

5.3.3 The following is the master list of quality records that are retained at UniKL RCMP, at the designated locations, retention responsibility and retention period.

<b>Records of (Identification)</b>	<b>Storage Location</b>	<b>Responsibility</b>	<b>Retention Period</b>
Management Reviews	Document Officer Office	Document Officer	3 years



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Staff Training Records	Human Capital Department	Head of Human Capital Department	3 years
Teaching Permit / Annual Practicing Certificate (APC)	Professional and Agencies Linkages Unit Office	Person In Charge of Unit	Tenure of the teaching staff
Planning of New Programme	Faculty Dean's Office	Faculty Dean	7 years
Curriculum Design & Development Inputs	Faculty Dean's Office	Faculty Dean	Life of Programme
Curriculum Design & Development Review & Actions	Faculty Dean's Office	Faculty Dean	Life of Programme
Curriculum Design & Development Verification & Actions	Faculty Dean's Office	Faculty Dean	Life of Programme
Curriculum Design & Development Changes	Faculty Dean's Office	Faculty Dean	Life of Programme
Supplier Evaluations & Actions	Purchasing Unit Office	Person In Charge of Unit	3 years
Registered Students	Academic Services Unit Office	Person In Charge of Unit	7 years
Programme Annual Timetable	Deputy Dean (Academic) Office / Head of Programme Office	Deputy Dean (Academic) / Head of Programme	2 years
Teaching Portfolio	Quality Assurance Unit Office	Person In Charge of Unit	2 years
Student attendance	Deputy Dean (Academic) Office / Head of Programme Office	Deputy Dean (Academic) / Head of Programme	Throughout the student duration of studies
Student Continual Assessment (CONASS)	Deputy Dean (Academic) Office / Head of	Deputy Dean (Academic) / Head of Programme	Throughout the student duration of studies

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	Programme Office		
Examination Vetting-Attendance	Faculty Dean's Office	Faculty Dean	3 Years
<b>Records of (Identification)</b>	<b>Storage Location</b>	<b>Responsibility</b>	<b>Retention Period</b>
Student Examination Results	Examination Unit Office	Person In Charge of Unit	7 years
Student Feedback	Quality Assurance Unit Office	Person In Charge of Unit	3 years
Internal Audit Reports	Internal Lead Auditor Office	Internal Lead Auditor	3 years
Non-conforming and Actions Report	Quality Assurance Unit Office	Person In Charge of Unit	3 years
Corrective & Preventive Actions	Head of Programme Office / Head of Department Office	Head of Programme / Head of Department	3 Years

#### 5.4 Disposition

- 5.4.1 On or after the retention period stated, the **Process Owner** shall inform QMR for the review of the relevant quality records.
- 5.4.2 The relevant records will be reviewed by the QMR and Process Owner and will either remain, archived or destroyed.
- 5.4.3 If records are to be destroyed, they will be disposed of in a controlled manner; sensitive and confidential hard copies will be shredded and soft copies will be deleted from the system. If records are to be archived, they will be identified and stored appropriately.

#### 5.5 Creating, Updating & Accessibility of Records

- 5.5.1 **All the Records shall be identified with Record Title & Record Date for identification & traceability purpose.**

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- 5.5.2 All the format of records that need to be standardized, the data gathering or used by 1 user, the records shall be controlled with Form No., unless the format is controlled via computerized software.
- 5.5.3 All the records shall be recorded in either English or Malay Language, unless otherwise stated.
- 5.5.4 All the format of records shall be made available in either hardcopy, or softcopy (at server) for everybody's reference.
- 5.5.5 For records in softcopy, it shall be protected from unintended alteration or access while the access permission is imposed by the management.
- 5.5.6 As a rules of thumb, all functional records shall be accessible by the functional users only.