

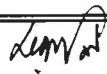
Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					PROCEDURES			
	TITLE: PROCEDURE FOR CONTROL OF QUALITY RECORDS								
Procedure No.:	QP-DCL-2	Revision No.:	00	Effective Date:	22/02/06	Page:	1	of	1

1.Scope: Applies to whole of POWER GRID COMPANY OF BANGLADESH LTD.

2.Purpose: To provide evidence of conformance to requirements and of effective operation processes of QMS

SI No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	Plan for record control:		MR		
1.1	A Master list of Quality Forms is maintained for record keeping.		MR	Always	QF-DCL-02
1.2	Records are maintained at the locations/ offices up to the retention period.	QF-DCL-02	Respective Functional Heads of the location	As and when required	Document availability
1.3	Records are collected for maintenance by the concerned offices. Care is taken to ensure that the record becomes legible to any body.		-Do-	-Do-	
1.4	All the records are identified by the title and the Format Number	QF-DCL-02	-Do-	-Do-	Identification of Formats
1.5	Care is taken during storing of Quality Records to ensure accessibility.	QF-DCL-02	-Do-	-Do-	Safe keeping of records
1.6	The Storage facility is selected to ensure protection against theft, fire, termites and other reasons of deterioration.	QF-DCL-02	-Do-	-Do-	-Do-
1.7	The storage facility is kept in such a suitable place so that it is not affected due to moisture, dampness and rainwater soaking.		-Do-	-Do-	-Do-
1.8	All the offices maintain list of the Quality records and place of storage.	QF-DCL-02	-Do-	-Do-	
2.0	Records mentioned in Master List of Forms are maintained as stated above.	QF-DCL-02	As stated	-Do-	Retention period
3.0	Procedure for Control of Quality Records and its effectiveness after implementation will be checked and reviewed during internal audits.		Functional Heads, MR	At least 2 times in a year	Review of record control system
4.0	Actions will be taken to improve the system on the basis of review			At least 2 times in a year	Improvement

Reviewed by (MR):



Approved by (MD):

