

CONTROL OF RECORDS

INTRODUCTION TO THE CONCEPT AND VALUE OF RECORDS
AND OVERVIEW OF THE AIM RECORD CONTROL SYSTEM

OBJECTIVES OF THIS PRESENTATION

To provide an overview of what is a record, its life cycle and importance

To provide an awareness of the objectives of Records Control

To provide an overview of the AIM Record Control System

To ensure that participants understand and can perform their role in the system

TOPICS TO BE DISCUSSED



Definition of a Record



Objectives of a Record Control System



Record Generation



Record Storage



Record Retention and Disposal

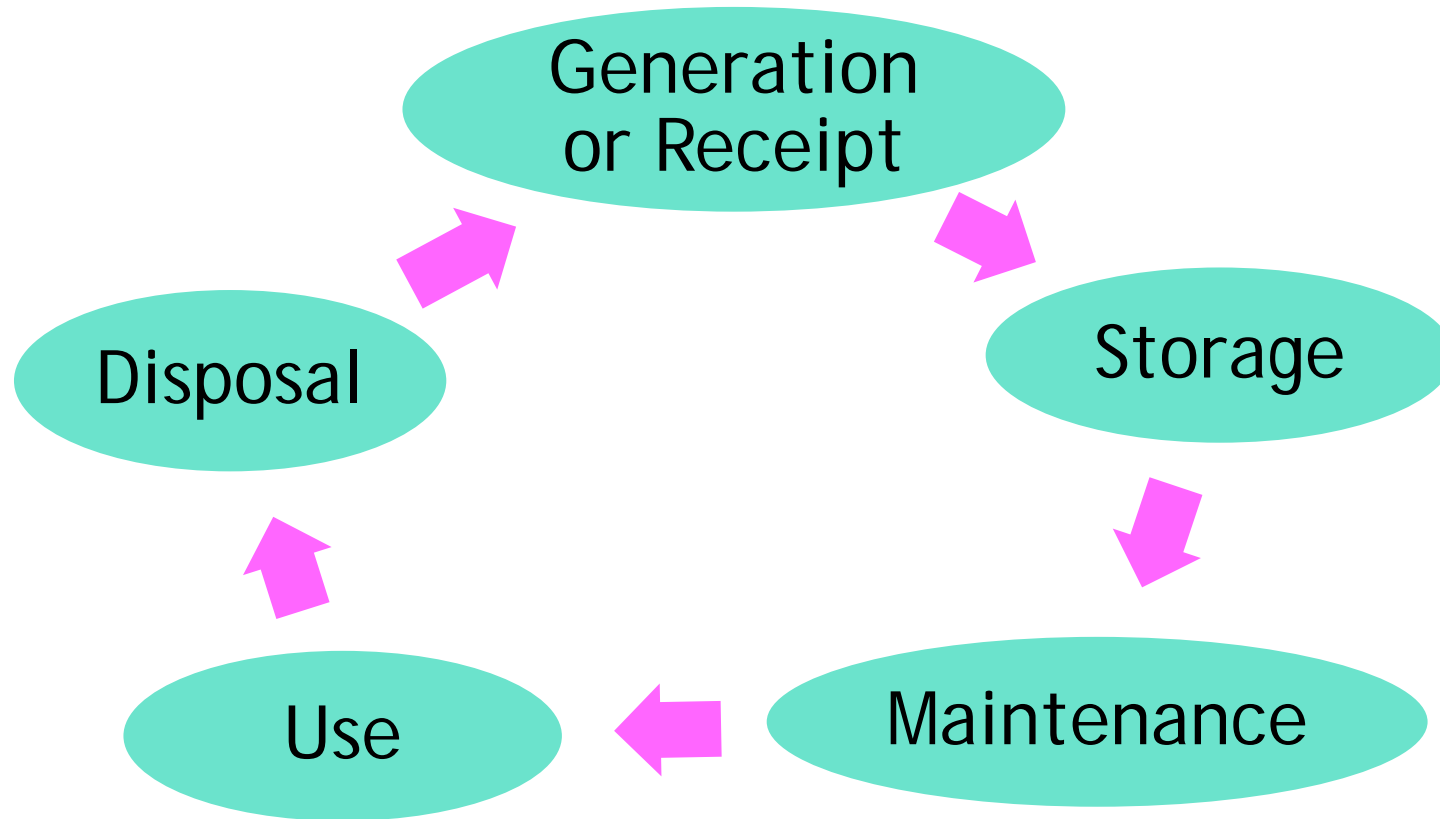
DEFINITION OF A RECORD

What is a Record?

Document stating results achieved or providing evidence of activities performed in order to show compliance with requirements and effective operation of the QMS



RECORDS LIFE CYCLE



OBJECTIVES OF A RECORD CONTROL SYSTEM

To establish guidelines for:

- designing and controlling the records that facilitate and show conformity with ICAO and ISO requirements and effective operation, including continuous improvement, of the QMS, and
- designing controls for the identification, storage, protection, preservation of integrity, retrieval, retention, and disposal of records of the QMS.

OBJECTIVES OF A RECORD CONTROL SYSTEM

Why are Records important?

- Records are an essential element of a QMS and are required for verification, validation, monitoring, inspection and testing of activities in order to facilitate continual improvement of the QMS. They serve as evidence for audits and management reviews.

OVERVIEW OF THE AIM RECORD CONTROL SYSTEM

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the slide, creating a modern, dynamic feel.

RECORD GENERATION

Who generates Records?

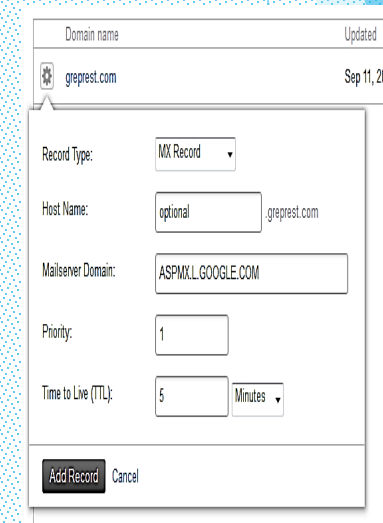
AIM personnel will generate records in the course of performing their duties.

- When a form, either hard copy or electronic, is filled, it becomes a quality record.
- Such records shall be identified within an appropriate QMS procedure.
- Blank forms may be available in both electronic and printed format for use by staff.

RECORD GENERATION

What shall Records contain?

- Quality records shall contain the following, as a minimum:
 - a) When the record was created (date and, if necessary, time of day);
 - b) Information on the situation or event, and
 - c) A unique record identifier.



The screenshot shows a window titled "Domain name" with "Updated" in the top right corner. Below the title bar, the domain "greprest.com" is displayed next to a globe icon, with "Sep 11, 2012" to its right. The main area of the window contains several fields for configuring a record:

- Record Type:** A dropdown menu set to "MX Record".
- Host Name:** A text input field containing "optional" followed by "greprest.com".
- Mailsender Domain:** A text input field containing "ASPMXL.GOOGLE.COM".
- Priority:** A text input field containing "1".
- Time to Live (TTL):** A text input field containing "5" followed by a "Minutes" dropdown menu.

At the bottom of the window, there are two buttons: "Add Record" and "Cancel".

RECORD GENERATION

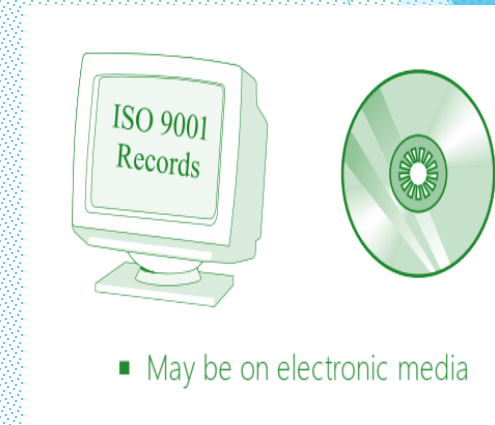
What Qualities should Records have?

- All quality records must be accurate, timely, legible, and readily accessible for reference and verification purposes.

RECORD GENERATION

How are Records completed and their integrity assured?

- Hardcopy quality records shall be completed in ink to ensure legibility and to protect them from unauthorized change.
- Electronic quality records should be write-protected and access restricted to enforce change control.



RECORD STORAGE

- Records shall be kept in an environment that prevents their damage, deterioration, alteration or loss. This may be in a physical or digital medium provided that records kept on a computer must have a backup.
- The QMS Representative shall ensure that the facilities for storing records are adequate and effective via periodic checks and scheduled Internal Audits.
- The QMS Representative shall control access to all records whether hardcopy or electronic.



RECORD RETENTION AND DISPOSAL

How long should records be kept?

- ▶ Records shall be retained and accessible for a period not exceeding 1 year, after which time it is archived.
- ▶ Records are then disposed of after a period of 2 years in the archive.



CONCLUSION

Records are critical to the operations of any organisation and

Records Management is a cornerstone of effective operations in an organisation.

ANY QUESTIONS?

