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1.0 Objective

To ensure that all quality records are properly controlled in terms of identification, collection, indexing, accessing, filing, storage, maintenance, and disposition

2.0 Scope

This procedure applies to all quality records generated during the implementation of the QMS procedures.

3.0 References

- 3.1 ISO 9001:2015 Quality Management System Clause 7.5 Documented Information
- 3.2 National Archives of the Philippines


4.0 Definition of Terms

- 4.1 Record – documented information stating results achieved or providing evidence of activities performed
- 4.2 Active file – Electronic or hard-copy file containing documents or records used in the daily operations
- 4.3 Archive file – a collection of historical documents and records for safekeeping

5.0 Policies and Guidelines

5.1 Responsibility and Authority for Records Control

- 5.1.1 Record generators or owners shall be responsible for controlling records while inactive files.
 - Name and label the records accordingly
 - File properly, either in folders and cabinets or in electronic folders
 - Maintain accessibility for users while inactive files.
 - Define retention period after the active file period.
 - Prevent unauthorized use, alteration, or deletion of data. In case of changes, indicate who authorized the changes in data.

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- 5.1.2 Document Controller shall be responsible for record control upon transfer to archive file observing the retention period.
- 5.1.3 Personnel may borrow records for room use only. Bringing records out of the office but within PNOC premises for whatever purpose shall be subject to approval of the Head/Manager.
- 5.1.4 Photocopying of records shall be subject to the approval of the SMO Manager. Use QMS-05F3 Photocopying Request Form.
- 5.1.5 In case of personnel replacement, ensure proper turnover of records to new user/ custodian.

5.2 Control of Electronic Records

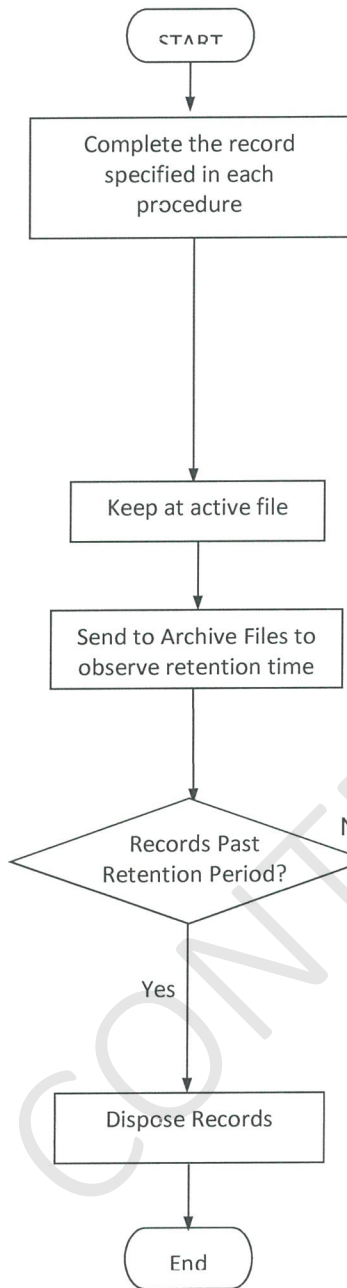
- 5.2.1 Confidential or classified records shall be segregated and protected with passwords, as appropriate. Only authorized personnel shall be given access to such documents.
- 5.2.2 Electronic copies of records past retention period shall be archived in an "Archives" folder.
- 5.2.3 Back up copy shall be maintained in a separate computer hard disk or other appropriate media (compact disc or diskettes). Back up copying shall be done at least every month.

5.3 Records Disposal (after defined retention period)

- 5.3.1 All papers/ records with confidential information must be sorted-out and shredded before disposal.
- 5.3.2 Those without confidential information may be re-used as scratch paper or for other purposes. If used as scratch paper, cross out the used side.
- 5.3.3 Disposed records shall comply with NAP rules.

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6.0 Procedure



RESPONSIBILITY

Record Generator


Record Generator

Document Controller

Document Controller

NOTES/ REFERENCES

- Fill up forms or prepare reports. Ensure that:
 - The record is complete and legible
 - All initials/ signatures are affixed where necessary
 - The information contained in the record is correct and has not been improperly altered.
 - The record is traceable to the activity which has been performed
- Fill up QMS-04F1 Master List of Records per Section/Unit. Label and file accordingly.
- Storage conditions shall prevent damage, deterioration, and loss of records.
- Label boxes of records. Use QMS-04F2 Records for Archiving. Indicate: **(Refer to NAP rules)**
 - Company name
 - Department name
 - Title/ form numbers
 - Date of generation
 - Date sent to Archives
 - Retention time
 - Instructions for disposal
- See Policies and Guidelines 5.3.

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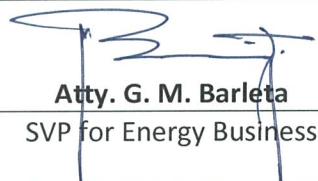
7.0 Forms and Records

- QMS-04F1 Master List of Records
- QMS-04F2 Records for Archiving
- QMS-04F3 Photocopying Request Form

8.0 Attachments

Sample Forms

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
 J. R. Baguio Records Officer	 E. R. S. Cruz Department Manager - Internal Audit Office	 Atty. G. M. Barleta SVP for Energy Business



PHILIPPINE NATIONAL OIL COMPANY
 Energy Center, Rizal Drive, BGC, Taguig City

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