



IT Certification Services
Control of Records

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Issue : 01
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Procedure On Control of Records (Biometric Device)



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0.1 Approval and Issue:

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Reviewed by : _____
Management Representative

Approved by : _____
Chief Executive Officer

NOTE :

1. Management Representative is responsible for issue and distribution of this document including amendments.
2. Holder of this copy is responsible for incorporation of all the amendments and maintain currency of the documents.



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0.2 Amendment Record:

Amendment No.	Date of Amendment	Nature of Amendment	Page Ref.



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1.0 Purpose

The purpose of this document is to establish a procedure for identification, indexing, filing, storage, maintenance and disposition of records.

2.0 Scope

This procedure applies to all the certification schemes operated by STQC certification Services and at BDTL Mohali

- i) System compliance records
- ii) Personal records
- iii) Client records

3.0 Responsibility

- | | |
|-------------------------------|---|
| Operational personnel at HQrs | - To maintain and control all records related to certification |
| BDTL Mohali | -To maintain ,control and dispose off all testing related records |

4.0 Procedure

4.1 Identification of Records

Every record shall be identified with the help of the number allotted to it under documentation numbering system as described in Doc BDCS-02 or any other appropriate means.

4.2 Indexing, Filing, Storage and Maintenance

The identified personnel shall establish and maintain all active records with a cross reference indexing system and serially arrange the records to enable convenient identification, sorting, storage and retrieval.

4.3 Issue of Records

Records shall be issued only on need to know basis after due approval



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of CEO Certification Services.

4.4 Retention of Records

The client records shall be kept for a period of at least previous cycle and current cycle.

Assessor's records are retained till the Assessor is empanelled with STQC Certification Service plus one year.

The other records for a minimum period of four calendar years, unless otherwise stated or necessitated by organisation requirements.

4.5 Disposition of Records

Management Representative is responsible to review the contents of the records at HQ at the expiry of specified retention period. Depending upon the merit of the case, recommendation to

- Dispose of or
- Retention for a further period

Shall be forwarded to Chief Executive Officer for approval. If approved, records are closed and necessary disposal actions by physically destroying are taken.

BDTL Mohali Representative responsible to review the contents of the records at the expiry of specified retention period. Depending upon the merit of the case, recommendation to

- Dispose of or
- Retention for a further period

Shall be forwarded to Chief Executive Officer for approval. If approved, records are closed and necessary disposal actions by physically destroying are taken.

4.6 Securities and Confidentiality of Records

The under mentioned records are considered as confidential and shall be held under lock and key:

- All records pertaining to clients



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- All records pertaining to complaints/disputes/appeals,
- All personal records