

JINDAL ALUMINIUM LIMITED (ROLLING & EXTRUSION DIVISION)			
PROCEDURE FOR RETAINING OF DOCUMENTED INFORMATION			
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1.0 PURPOSE

The purpose of this documented procedure is to establish and maintain the identification, collection, indexing, access, filling, storage, maintenance and disposition of retained documented information in all departments.

2.0 SCOPE (Cl: 7.5.1, 7.5.2 and 7.5.3 of IS/ISO-9001:2015 – Documented information)

This procedure covers all the retained documented information from purchase of raw material to final dispatch of Aluminium rolled & extruded products. It also covers the documented information retained of customer complaints and the relevant corrective actions taken & Training Records

3.0 RESPONSIBILITY

All departmental Heads ensure that the retaining of the documented information system is adopted and maintained as per this procedure and shall meet the requirements.

4.0 REFERENCES

Procedures of following: -

Sl.No	Description of Procedure	Procedure Number
1	Control of documented information	JAL/R&E/DOC/PR/01
2	Retaining of documented information	JAL/R&E/RDI/PR/02
3	Internal audit	JAL/R&E/IA/PR/03
4	Control of nonconforming outputs	JAL/R&E/CNO/PR/04
5	Corrective action	JAL/R&E/CA/PR/05
6	Cast House	JAL/R&E/CH/PR/06
7	Rolling	JAL/R&E/ROL/PR/07
8	Extrusion Foundry	JAL/R&E/EFOU/PR/08
9	Extrusion Production	JAL/R&E/EPRN/PR/09
10	Rolling Quality Assurance	JAL/R&E/QA/PR/10
11	Extrusion Quality Assurance	JAL/R&E/EQA/PR/11
12	Extrusion Tool Shop	JAL/R&E/TS/PR/12
13	Rolling PPC	JAL/R&E/PPC/PR/13
14	Maintenance	JAL/R&E/MAT/PR/14
15	Purchase(Indigenous)	JAL/R&E/PUR(IND)/PR/15
16	Purchase(Imports)	JAL/R&E/PUR(IMP)/PR/16
17	Stores	JAL/R&E/STO/PR/17
18	Packing and Shipping	JAL/R&E/SHP/PR/18
19	Marketing(Domestic)	JAL/R&E/MAR(D)/PR/19
20	Marketing(Export)	JAL/R&E/MAR(E)/PR/20
21	MRM	JAL/R&E/MRM/PR/21
22	Training	JAL/R&E/TRG/PR/22
23	Risk & opportunities	JAL/R&E/RO/PR/23

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All the retained documented information generated right from Marketing, through purchasing of material to final dispatch of components / products, which directly or indirectly affect the quality of the final component / product are referred to as Retained Documented Information.

5.0 PROCEDURE

The documented information retained is in the form of Electronic media or Printed Format or Register. All the formats are identified with appropriate number. The format details are furnished in the respective departmental procedures.

All the office files used for keeping the retained documented information are identified with code number/respective title.

Master list is prepared and available with QMS coordinator containing the list of all formats.

Any retained documented information are initialed (with date) and maintained.

External retained documented information like Sample Inspection Report, Test Certificates, Customer Complaints are maintained for a period of one year in the respective departments.

The retained documented information are filled in a chronological order and numbered serially. The retained documented information are accessible only to the authorized personnel in the respective departments.

Retained documented information can be made available to customers or their representatives when contractually agreed, for evaluation.

Retained documented information are stored and maintained in the departments to ensure that damage or deterioration does not take place during the period of retention.

The retained documented information is ensured with preservation of legibility and no unintended alterations are made.

The retained documented information are disposed in a suitable manner after the retention period. HODs concerned to take the responsibility of getting the retained documented information shredded in the shredding machine.

The retained documented information pertaining to the procedures shown under Clause 4 – References, are exhibited in the individual procedures. The retention period is also shown in the list of records of the individual procedures.

The computer generated soft copies will not be having signature of the generating department. However, if a hard copy is taken out, it has to have signature of the concerned person.