Cladding-Technology-Shanxi-Co., Ltd

QP-02 Record Control Procedure

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		complete record control management procedure		

1. 目的 PURPOSE

中文：为规范公司质量管理体系所有质量记录的管理工作，统一质量记录的标识、填写、存储、保护、检索、留存、借阅及处置全流程管控，确保质量记录真实、完整、清晰、可追溯，为体系运行、产品质量管控、审核及追溯提供有效依据，满足 ISO9001:2015 标准记录控制要求。

English：To standardize the management of all quality records of the company's quality management system, unify the whole process control of identification, filling, storage, protection, retrieval, retention, borrowing and disposal of quality records. Ensure that quality records are true, complete, clear and traceable, provide effective basis for system operation, product quality control, audit and traceability, and comply with the record control requirements of ISO9001:2015.

2. 范围 SCOPE

中文：本程序适用于公司质量管理体系运行过程中产生的所有质量记录，包含纸质记录与电子记录。覆盖采购、生产、工艺、检验、试验、设备、人员、内审、管理评审、不合格品控制、纠正预防措施等所有环节的记录，适用于公司各部门记录的生成、保管、查阅、归档及销毁管理。

English：This procedure applies to all quality records generated during the operation of the company's quality management system, including paper records and electronic records. It covers records of procurement, production, process, inspection, testing, equipment, personnel, internal audit, management review, non-conforming product control, corrective and preventive measures and all other links, and is applicable to the generation, storage, inquiry, archiving and destruction management of records of all departments of the company.

3. 术语与定义 TERMS AND DEFINITIONS

3.1 质量记录 Quality Record

中文：证明质量管理体系活动、产品及服务质量符合标准要求、过程有效实施的客观证据文件，是可追溯的原始凭证，包含表单、报告、台账、电子日志等。

English：Objective evidence documents that prove the quality management system activities, product and service quality meet standard requirements and the processes are effectively implemented, which are traceable original vouchers, including forms, reports, ledgers, electronic logs, etc.

3.2 记录留存期 Record Retention Period

中文：质量记录从生成之日起，规定的有效保存期限，期满后可按流程处置。

English： The specified valid storage period of quality records from the date of generation, which can be disposed of in accordance with the procedure after expiration.

3.3 电子记录 Electronic Record

中文： 以电子文档、数据、图片、日志等数字化形式生成、存储的质量相关记录。

English： Quality-related records generated and stored in digital forms such as electronic documents, data, pictures and logs.

4. 职责 RESPONSIBILITIES

4.1 管理者代表 Management Representative

中文： 负责审批本程序及记录留存期限、处置规则，监督全公司质量记录管控工作的有效落地。

English： Responsible for approving this procedure, record retention period and disposal rules, and supervising the effective implementation of quality record control in the whole company.

4.2 品控部/归口管理部门 Quality Department (Centralized Management Department)

中文： 为本程序归口部门，负责统一制定记录表单模板、规定记录编号规则、确定留存期限；统筹记录的归档、抽查、管控；监督各部门记录填写、存储、保护及处置合规性；建立公司质量记录总台账。

English： As the centralized department of this procedure, responsible for uniformly formulating record form templates, stipulating record numbering rules and determining retention periods; overall planning of record archiving, random inspection and control; supervising the compliance of record filling, storage, protection and disposal of each department; establishing the company's general quality record ledger.

4.3 各业务部门 Each Business Department

中文： 负责本部门日常质量记录的真实填写、及时汇总、分类整理、妥善存储与保护；按规定完成记录归档、借阅登记，到期提交处置申请；杜绝虚假记录、涂改、遗失、损坏等问题。

English： Responsible for the true filling, timely summary, classification, proper storage and protection of daily quality records of the department; complete record archiving and borrowing registration in accordance with regulations, and submit disposal application when expired; put an end to false records, alteration, loss and damage.

4.4 全体员工 All Staff

中文： 严格按照作业要求实时、如实填写相关质量记录，确保记录内容准确、完整、清晰，遵守记录管理规定。

English： Fill in relevant quality records in real time and truthfully in accordance with operation requirements, ensure the content is accurate, complete and clear, and abide by record management regulations.

5. 工作程序 PROCEDURE DETAILS

5.1 记录标识管理 Record Identification Management

中文：1. 公司所有质量记录实行统一编号管理，编号规则唯一、固定，终身不变，格式为：QR-0X-XX；2. 所有记录表单必须标注记录名称、编号、版本、填写日期、填写人、审核人等关键信息；3. 记录填写需字迹清晰、内容真实、数据准确，禁止空项、漏项、涂改；填写错误需划改并签字确认，保留原始记录痕迹；4. 电子记录统一命名规范，包含记录类型、日期、编号，便于识别检索。

English：1. All company quality records are managed with unified and unique fixed numbers in the format of QR-0X-XX; 2. All record forms must be marked with key information such as record name, number, version, filling date, filler and reviewer; 3. Records shall be filled with clear handwriting, true content and accurate data, no blank items, missing items and alterations are allowed; filling errors shall be crossed out and signed for confirmation to retain original record traces; 4. Electronic records follow unified naming specifications including record type, date and number for easy identification and retrieval.

5.2 记录存储与保护 Record Storage and Protection

中文：1. 纸质记录：各部门分类存放于干燥、通风、避光、防火、防潮、防损毁的专用档案柜，做好防尘、防丢失管理，日常由专人保管；2. 电子记录：统一存储于公司指定服务器/共享文件夹，设置分级权限，禁止私自删除、篡改、拷贝外泄；3. 归口部门定期对纸质及电子记录存储状态进行检查，及时整改存储不规范、记录损坏、丢失等问题；4. 重要质量记录做好多重备份，防止数据丢失。

English：1. Paper records: classified and stored in special file cabinets which are dry, ventilated, light-proof, fire-proof, moisture-proof and damage-proof, managed by special personnel daily with dust and loss prevention measures; 2. Electronic records: uniformly stored in the company's designated server/shared folder with hierarchical authority settings, unauthorized deletion, tampering, copying and leakage are prohibited; 3. The centralized department regularly inspects the storage status of paper and electronic records, and rectifies problems such as non-standard storage, record damage and loss in a timely manner; 4. Multiple backups shall be made for important quality records to prevent data loss.

5.3 记录检索与借阅 Record Retrieval and Borrowing

中文：1. 各部门可根据工作需求检索本部门归档记录，跨部门检索、外部单位查阅需经部门负责人及归口部门审批；2. 记录借阅需填写《记录借阅登记表》，登记借阅内容、日期、借阅人、归还日期；3. 借阅记录严禁私自涂改、撕毁、转借、带出办公区域，需按期归还；4. 归口部门建立检索台账，确保所有记录流向可追溯。

English：1. Each department can retrieve archived records of its own according to work needs, cross-department retrieval and external unit inspection require approval from department leader and centralized department; 2. Record borrowing requires filling in the Record Borrowing Registration Form to register borrowing content, date, borrower and return date; 3. Borrowed records are prohibited from unauthorized alteration, tearing, subleasing and taking out of the office area, and shall be returned on schedule; 4. The centralized department establishes retrieval ledger to ensure traceability of all record flows.

5.4 记录留存期限 Record Retention Period

中文：1. 常规质量记录（检验记录、生产记录、设备点检、日常管控记录等）留存期限不少于 3 年；2. 涉及客户追溯、合同、投诉、内审、管理评审、认证审核、纠正预防措施等重要记录留存期限不少于 5 年；3. 涉及产品安全、法律法规强制要求的记录按法规最长要求留存；4. 留存期限自记录生成、审核完成当日起计算。

English：1. The retention period of conventional quality records (inspection records, production records, equipment inspection records, daily control records, etc.) shall be no less than 3 years; 2. The retention period of important records involving customer traceability, contracts, complaints, internal audit, management review, certification audit, corrective and preventive measures shall be no less than 5 years; 3. Records involving product safety and mandatory legal requirements shall be retained in accordance with the longest legal requirements; 4. The retention period is calculated from the date when the record is generated and reviewed.

5.5 记录定期归档管理 Regular Record Archiving Management

中文：各部门每月完成本部门质量记录汇总整理，核对完整性、规范性，按月归档；年度结束后统一完成年度记录汇总归档，提交归口部门备案。归口部门每年对全公司记录归档情况进行核查，确保归档及时、完整、合规。

English：Each department completes the summary and sorting of departmental quality records every month, checks the completeness and standardization, and archives monthly; completes the annual record summary and archiving uniformly after the end of the year and submits to the centralized department for filing. The centralized department verifies the record archiving status of the whole company every year to ensure timely, complete and compliant archiving.

5.6 记录到期处置管理 Expired Record Disposal

中文：1. 归口部门定期统计到期记录清单，通知对应部门核对确认；2. 对无留存价值、已过留存期限的记录，填写《记录处置申请表》，经审批后进行处置；3. 纸质过期记录采用粉碎、销毁方式处理，电子过期记录统一清除并登记备案；4. 所有处置流程、处置明细全程记录，留存处置台账，保证可追溯；5. 特殊需要永久留存的记录，经管理者代表批准后长期归档保存。

English：1. The centralized department regularly counts the list of expired records and notifies the corresponding department for verification and confirmation; 2. For records without retention value and beyond the retention period, fill in the Record Disposal Application Form and dispose after approval; 3. Paper expired records shall be disposed by crushing and destruction, and electronic expired records shall be uniformly deleted and registered for filing; 4. All disposal processes and details are fully recorded with disposal ledgers retained to ensure traceability; 5. Records that need permanent retention shall be archived for a long time after approval by the management representative.

5.7 记录修订与异常处理 Record Revision and Exception Handling

中文：质量记录为原始客观证据，**禁止私自补填、篡改、删除**。若出现记录漏填、填写错误等异常情况，需上报部门负责人及归口部门，说明原因，经审批后进行更正备注，留存异常处理记录，严禁私自修改原始数据。

English：Quality records are original objective evidence, and unauthorized supplementary filling, tampering and deletion are prohibited. In case of exceptions such as missing filling and filling errors, report to the department leader and centralized department, explain the reasons, make correction remarks after approval, and retain exception handling records. Unauthorized modification of original data is strictly prohibited.

6. 相关文件 REFERENCE DOCUMENTS

中文：1. ISO9001:2015 质量管理体系 要求；2. QP-01 文件控制程序

English：1. ISO9001:2015 Quality Management Systems - Requirements; 2. QP-01 Document Control Procedure

7. 配套记录 RECORDS & FORMS

中文：

1. QR-02-01 质量记录归档台账
2. QR-02-02 记录借阅登记表
3. QR-02-03 到期记录处置申请表
4. QR-02-04 记录存储检查记录表

English：

1. QR-02-01 Quality Record Archiving Ledger
2. QR-02-02 Record Borrowing Registration Form
3. QR-02-03 Expired Record Disposal Application Form
4. QR-02-04 Record Storage Inspection Form

8. 附则 SUPPLEMENTARY PROVISIONS

中文：本程序由品控部负责解释，自 2026 年 7 月 23 日起正式生效。以往公司关于质量记录管理的相关规定与本程序不一致的，以本程序为准。

English： This procedure is interpreted by the Quality Department and takes effect officially on July 23, 2026. If the previous relevant provisions on quality record management are inconsistent with this procedure, this procedure shall prevail.