

TML/MSH Department of Microbiology Quality Manual	Policy QDRMI00000.01	Page 1 of 1
Section: Documents and Records Prepared by: QA Committee	Subject Title: Documents and Records Policy Original Date: March 1, 2003	
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Policy:

The TML/MSH Department of Microbiology has established and maintains processes and procedures for the creation; review and approval; distribution; storage and retrieval; archiving and destruction of documents and records.

Purpose:

This policy provides direction for staff to use only controlled documents in their work and generate and handle records in a standardized fashion.

Responsibility:

Each section has personnel responsible for the management and control of the section documents and records.

Documents:

The TML/MSH Department of Microbiology maintains:

- Standardized formats for its policy, process and procedure and forms.
- A document identification system
- A process for review and approval of new and changed documents
- Master files for each document
- Master document list
- A process for storage and retrieval of inactive documents

Records:

The TML/MSH Department of Microbiology maintains:

- Standardized formats for its records
- A mechanism for record review
- Storage that maintains record integrity and facilitates retrieval
- A mechanism for changing/amending a record
- A schedule for retention of records

Related Documents:

Documents and Records - Table of Contents	QDRMITOC
Document Creation, Revision and Approval Process	QDRMI01000
Document Distribution Process	QDRMI02000

TORONTO MEDICAL LABORATORIES/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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