



KENYA FOREST SERVICE

DOCUMENT TITLE: CONTROL OF RECORDS

REF NO:KFS-MP-CR-02

ISSUE NO: 2

REVISION NO: 1

PAGE:1 of 7

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	QMR	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	QMR	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	PM	Procedure Manual

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR

RECORDS/ANNEXES

REC. NO	REC. TITLE
KFS/CR/FORM/001	Master list of records

PREPARED BY: QMR

APPROVED BY: CCF



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1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
QMR	Quality Management Representative
MP	Management Procedure
QMS	Quality Management System
Records	These are “descriptive” documents established and maintained to provide evidence of conformity to requirements and of the effective operation of the Quality Management Systems. Specific records required by ISO 9001:2008 and others maintained by KFS are documented in Master List of Records
Process	A combination of people, methods, materials, equipment and environmental controls, which are used in the provision of a service. The output of one process may be the input of another.
Process Owner	These are the people who are responsible for managing and/or carrying out the process. They generally have the greatest understanding of what is required to control and improve the process

2. SCOPE

This procedure covers from generation, retention to disposal of Quality Records in Kenya Forest service.

3. PURPOSE

This procedure defines the necessary control measures to be followed in preparation, storage, maintenance and disposal of both electronic and manual

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4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Forest

- 5.1.1. Approves the KFS's quality manual.
- 5.1.2. Provide overall leadership and guidance.
- 5.1.3. Provide the necessary resources for maintaining and improving the Quality Management System.

5.2. Manager, Corporate services

- 5.2.1. Approve the design, generation and the retention periods of their respective divisional records.
- 5.2.2. Approve disposal of records in their respective division as per the Master List of Records.
- 5.2.3. Ensure that current record formats are in use.

5.3. Heads of Department

- 5.3.1. Approve the design, generation and the retention periods of their respective departmental records.
- 5.3.2. Approve disposal of records in their respective departments as per the Master List of Records.
- 5.3.3. Ensure that current record formats are in use.

5.4. Quality Management Representative

- 5.4.1. Updates the Master List of Records as necessary.
- 5.4.2. Ensures effective and appropriate disposal of records.

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5.5. All staff

5.5.1. Design, generate, retain and dispose records as assigned.

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

6.1.1. Finances

6.1.2. Personnel

6.1.3. Infrastructure

6.2. Inputs

6.2.1. Identified QMS records

6.2.2. Changes to requirements for records

6.3. Outputs

6.3.1. Controlled records(secure & retrievable)

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service’s Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.


10.DETAILS OF PROCEDURE

10.1.General

10.1.1.Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the Quality Management Systems. QMR/Process owners shall establish and maintain the Master list of Records (Ref: KFS/CR/FORM/001)

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10.1.2.QMR shall ensure that the Master list of Records is updated arising from the evolution and development of the Quality Management Systems, as a result of initial audits and management review processes.

10.1.3.Departmental/Sectional heads shall ensure that records remain legible, readily identifiable and retrievable.

10.2. Records Identification

10.2.1.All records shall be identified by having as a minimum a title and a reference number.

10.2.2.Particulars of all the records shall be maintained by respective Heads of departments/sections and controlled through the Master list of Records

10.3. Records Storage

10.3.1.All records shall be stored in the storage areas identified by the organization. Refer to the master list of records.

10.4. Records Protection

10.4.1.All records shall be protected from damage by agents such as light, fire etc. by storing in filing cabinets, lamination among others 3.4.2 Electronic records are protected to prevent unauthorized changes.


10.5. Records Retrieval

10.5.1.Records shall be stored in an orderly manner for the ease of retrievability. Methods, which include filing and/or storage in chronological, alphabetical or numerical arrangements, may be used.

10.5.2.Records of filing indexes shall be maintained at the normal storage areas identified for the various records.

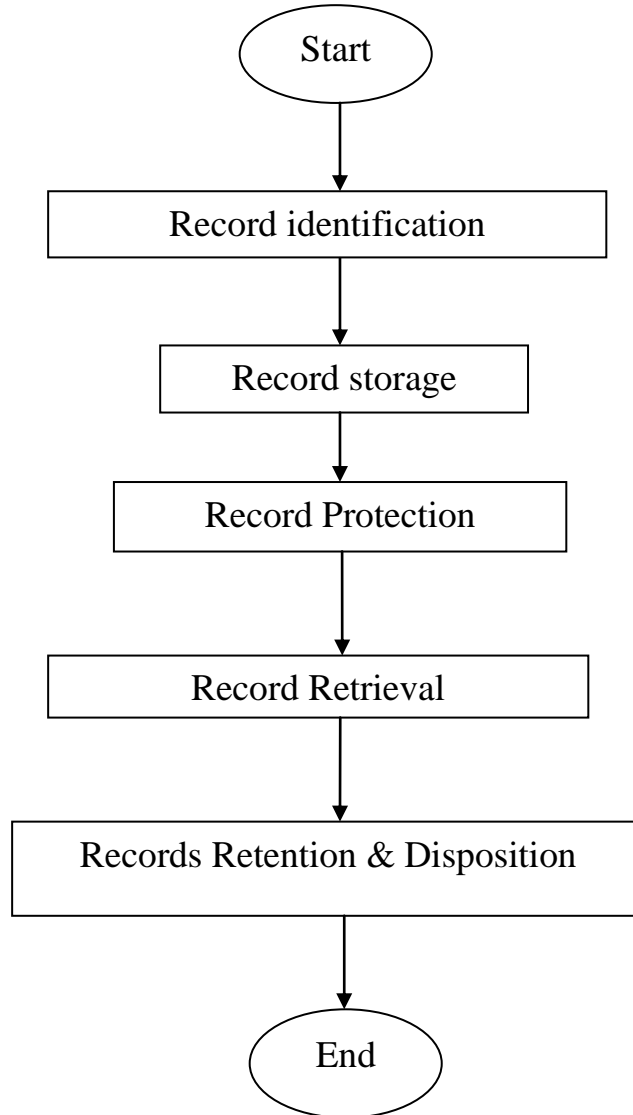
10.6. Records retention and disposition

10.6.1.Records retention shall be as applicable and disposition shall be as per Government guidelines on disposal of records.

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11. PROCESS FLOW CHART



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