



QUALITY MANAGEMENT SYSTEM PROCEDURE			
AAIIBP Control of Records			
Code: QMs-QP-03	Original Document	Effectivity: January 13, 2017	Page 1 of 3
REVISION HISTORY			Revision No. 00

Rev No.	Change Description	DCF No.	Effectivity Date	Originator
00	Initial Release	-	January 13, 2017	Jam Abu Drarr P. Usman

PREPARED BY	REVIEWED BY	APPROVED BY
 JAM ABU DRARR P. USMAN HEAD, OPERATIONS 01/13/2017 <hr/> Date	 DIR LILIA G. BAUN Officer-in-Charge 01/13/2017 <hr/> Date	AAIIBP BOARD PER RESOLUTION NO. <u>015-2017</u> Dated 01/13/2017

This documented information when printed is an uncontrolled copy. Ensure that the printed copy being used is the current version by checking the effective date of the controlled copy in the AIB Master List or website.

QUALITY MANAGEMENT SYSTEM PROCEDURE			
AAIIBP Control of Records			
Code: QMs-QP-03	Original Document	Effectivity: January 13, 2017	Page 2 of 3
			Revision No. 00

1.0 OBJECTIVE

This document aims to define and standardize system of managing, controlling, disposing and maintaining records AAIIBP.

2.0 SCOPE

This procedure applies to all documented records related to QMS. It covers the controls needed for the identification, labeling, storage, retention and disposal of records, including electronic data .

3.0 RESPONSIBILITY AND AUTHORITY

The specific roles and responsibilities of each unit in the Bank's quality management in its organizational structure are as follows:

- | | |
|---|--|
| <p>3.1 Quality Council
(Management Committee
or MANCOM)</p> | <p>In charge for ensuring that the requirements for the control of records stated in this procedure are appropriately identified and applied.</p> |
| <p>3.2 Business Unit</p> | <p>Is responsible in ensuring that data and information records are true, correct, accurate and complete; and comply with the records management requirements as indicated in the Bank's Records Management System Manual</p> |
| <p>3.3 Records
Controller in Makati
Executive Office</p> | <p>Responsible for the identification, storage, protection, retrieval, retention, and disposal of records for the concerned operating unit and the Quality Documents and Records Group is the overall keeper of the Records Matrix</p> |

This documented information when printed is an uncontrolled copy. Ensure that the printed copy being used is the current version by checking the effective date of the controlled copy in the AIB Master List or website.

AIB-QMF-03-001 REV 00

QUALITY MANAGEMENT SYSTEM PROCEDURE			
AAIIBP Control of Records			
Code: QMs-QP-03	Original Document	Effectivity: January 13, 2017	Page 3 of 3
			Revision No. 00

4.0 PROCEDURE FLOW

4.1 Control of Records

DOER	ACTIVITIES	ATTACHMENTS
Records Controller	1. Creates and identifies QMS records. The titles, numbering and other means shall be considered to ensure easy identification and fast retrieval of records	Bank Documents/Forms
Business Unit	2. Files its own set of QMS records compliant to the policy on records management	
	3. Submits a copy of the list if records	Memo/ List of Records
	4. Determines the pertinent QMS records that need to archived and submits hardcopy to the archiving office	
	5. Assigns personnel to check the retention period of QMS records stored in their filing cabinet. If the QMS records are found to have reached the maximum retention period, the same shall be disposed in accordance with the bank's policy.	QMS Folders

This documented information when printed is an uncontrolled copy. Ensure that the printed copy being used is the current version by checking the effective date of the controlled copy in the AIB Master' List or website.