

Procedure

Quality Records P4.2.4

Rev. F

Approved By: Mike Orsini, Quality Manager
Date: 10/29/2002
Purpose: To document process for handling, storing, and indexing quality records.
Scope: All quality records.
Authority: The Quality Manager has the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 4.2.4 Control of Records
- Quality Records Procedure 4.2.4

Change History

| Date | Change | Rev | By |
|-------------|--|------------|-----------|
| 06/13/96 | Changed list Project Planning is new Coil Data Checklist | B | MO |
| 12/10/96 | Added section for computer files | C | MO |
| 12/12/96 | | D | MO |
| 4/10/2002 | Removed reference to CLC program and updated list of quality records | E | MO |
| 10/29/2002 | Updated to the ISO 9001:2000 requirements and flowcharted. Added legibility requirement. | F | MO |

Quality Records P4.2.4 Rev. F - Manual Records

Supervisors

Office Assistant

Bring quality records to office in-box. Ensure the records are legible.

Review in-box for quality records. Separate Winding Balance Sheet or Log and destroy other Balance Sheets or Log (it will have redundant information).

Pull customer purchase order from purchase order file.

Attach SPC sheets or Winding Balance Sheet to customer Purchase Order.

File this group and other quality records according to chart.

Every year review and disposition quality records according to chart or keep records for long term storage.

END

Quality Records P4.2.4 Rev. F - Computer Files

Office Staff, Quality Manager, Industrial Engineer

Log Sheets and DMRs are listed, on the matrix on page 2, as being filed by data entry personnel in the front office. These records may be retrieved by customer name and/or date.

All other computer generated quality records are saved by sub directory Customer Contact, Customer and file name is the date. All records are stored on backup tapes that are stored monthly, and yearly for a period of three years..

END

| RECORD | INDEX | FINAL | TIME |
|---|--------------------------------|--------------------------------|-------------|
| AUDIT REPORT | Year & Section | Quality File | 3 Years |
| CORRECTIVE ACTION REPORT - (CAR) | CAR # | CAR Book | 3 Years |
| QUOTE | Cust. Contact, Customer & Date | ERP Software | 3 years |
| NO QUOTE | Customer | Access/No Quote File | 3 years |
| CUSTOMER PO | Customer, Part # | ERP Software & PO File | 3 Years |
| PURCHASE ORDER | Supplier | ERP Software & Purchasing File | 3 Years |
| VENDOR SELF AUDIT | Supplier | Quality File | 1 Years |
| SMPs / BALANCE SHEET | Customer, Part # | PO File | 3 Years |
| DMRs | Customer Part # | Office Files | 3 Years |
| SPC | Customer, Part # | PO File | 3 Years |
| AUTHORIZED CONCESSION | Customer, Part # | PO File | 3 Years |
| TRAINING RECORDS - EMPLOYEE | Employee | Training File | 3 Years |
| MANAGEMENT REVIEWS | Date | MRB Notebook | 3 Years |
| OBSOLETE QUALITY DOCUMENTS (policies, procedures) | Document # | Doc. File | 3 Years |
| APPROVED VENDOR LIST | Alphabetic | Quality & Purchasing | 1 Years |
| SUPPLIER RECORDS | Alphabetic | Supplier File | 3 Years |
| CUSTOMER SUPPLIED PRODUCT REPORTS | Alphabetic Customer | ERP Software | 3 Years |
| TRACEABILITY RECORDS | Customer | ERP Software | 3 Years |
| SETUP LOGS | Date | Individual Departments | 3 Years |
| EQUIPMENT MAINTENANCE RECORDS | Equipment | Maintenance Notebook | 3 Years |
| WORK INSTRUCTION CHANGES | Date | Data Entry File | 3 Years |
| FINAL INSPECTION | Date | ERP Software | 3 Years |
| CALIBRATION | Equipment | Calibration File | 3 Years |
| | | | |

| RECORD | INDEX | FINAL | TIME |
|--|------------------|------------------|-------------|
| EXTERNAL QUALITY AUDITS AND PRODUCT AUDITS | Date | Audit File | 3 Years |
| SCRAP RECORDS | Date | ERP Software | 3 years |
| UL RECORDS | Date | UL Quality Files | 3 years |
| RETURNED GOODS AUTHORIZATION (RGA) | RGA Number | Access Database | 3 years |
| SAMPLE LOG | SAMPLE # | Engineering | 3 years |
| ELECTRONIC MEDIA (TAPE BACKUPS) | Tape Number/Date | F/P Safe | 3 years |