

Procedure Quality Records P4.2.4 Rev. F

Approved By: Mike Orsini, Quality Manager

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.

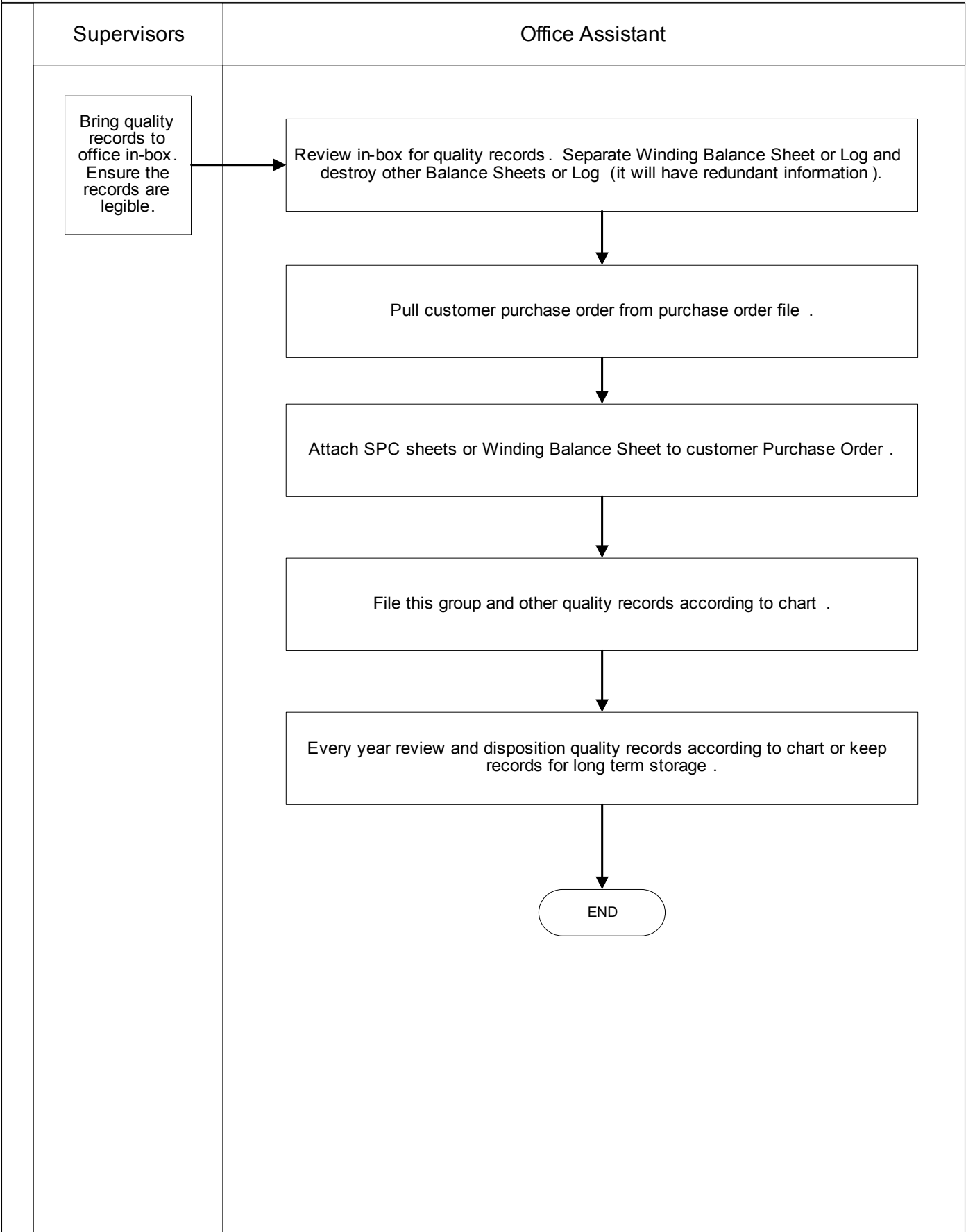
Reference Documents and Records

- 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 P 4.2.4 Rev. F - Manual Records



Quality Records P 4.2.4 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

QUALITY RECORDS MATRIX		Last Reviewed	2/5/09
RECORD	INDEX	FINAL	MIN 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	Part #	ERP Software	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 #	Electronic Copy Obsolete File	3 Years
OBSOLETE WORK INSTRUCTIONS			Destroyed
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
SMP INSTRUCTION CHANGES	Part & Date	ERP software audit trail	3 Years
FINAL INSPECTION	Date	ERP Software	3 Years
CALIBRATION	Equipment	Calibration File	3 Years
EXTERNAL QUALITY AND PRODUCT AUDITS	Date	Audit File	3 Years
SCRAP RECORDS	Date	ERP Software	3 years
UL RECORDS	Date	Electronic UL Files	3 years
RETURNED GOODS AUTHORIZATION (RGA)	RGA Number	Access Database	3 years
SAMPLE LOG	SAMPLE #	Engineering	3 years
SYSTEM BACKUPS	Date	Offsite	Rotated