1. PURPOSE

- To retain quality records for a specified period.
- To identify the storage of quality records that protects them from damage and facilitates retrieval through identification, collection, indexing, and disposition.
- To ensure that records are legible, dated (including revision dates), clean, identifiable, and maintained in an orderly manner.

2. SCOPE

This procedure applies to all records affecting quality and described in the ISO9001-2008 quality procedures.

3. RESPONSIBILITIES

The QA/Engineering Manager, Project Manager or Designee is responsible for maintaining quality records as defined in this procedure.

The QA/Engineering Manager, Project Manager or Designee is responsible for ensuring that copies of documents from superseded parts are available in the new part file and Master Job Folder.

4. PROCEDURE

4.1 Storage

Quality records are stored online within the company On-line QMS. The length of time is determined by ISO minimum requirements and/or customer established requirements. In most cases, a minimum of 5-years is required by IRS.

Copies of superseded part and/or contract documentation is placed in the Master Job Folder by the QA/Engineering Manager, Project Manager or Designee.

Quality Records are protected from damage as it is the Project Manager or Designee's responsibility to maintain a hard copy of all documentation required per job in a safe location that is accessible by all employees with a need to know.

Quality Records are protected from loss by means of a daily (Automated) backup accomplished nightly and saved to an alternate but independent server. This is an automated-scheduled event and is monitored as needed by the QA/Engineering Manager, Project Manager or Designee.

Quality Records are legible and readily retrievable. Where computerized, Quality Records follow an established back-up procedure as noted above.

The QA/Engineering Manager, Project Manager or Designee is responsible for monitoring the backing up of records on a 'as needed' bases.

4.2 Records

The following list the Quality Record note the minimum required length of time on the online server. Variations to the archive period may change based on individual customer contract requirements.

- Inspection And Test Records 5-year minimum
- Traceability Data 5-year minimum
- Contract Review Records 5-year minimum
- Training Records 5-year minimum
- Audit Records (Both Internal & External) 5-year minimum
- Nonconforming Product Records 5-year minimum
- Customer-supplied Product Records 5-year minimum
- Calibration Records and Data 5-year minimum
- Process Qualification Records 5-year minimum
- Equipment Verification Records 5-year minimum
- Management Review Records 5-year minimum
- Subcontractor Review Data 5-year minimum
- Corrective Action Records 5-year minimum
- Preventive Action Records 5-year minimum
- Company-level Data (i.e. Legal and Tax records, accounting records, etc.) 5-year minimum
- Customer Reference Documents (including correspondence) 5-year minimum
- Purchasing Data 5-year minimum
- Government Safety and Environmental Records (includes building fire marshal annual inspections.) 5-year minimum
- Packaging and Shipping Data 5-year minimum
- Customer Survey Records 5-year minimum
- Supplier Survey Records 5-year minimum

5. RELATED DOCUMENTS

- QAM
- QAP 3.0 - Contract Review WI-1.0
- QAP 5.0 - Document and Data Control
- QAP 13.0 - Control of Nonconforming Product
- QAP 14.0 - Corrective and Preventive Action
- QAP 17.0 - Internal Quality Audits
- WI-10.0 Calibration Master Schedule Log, Use of
- QAP 18.0 – Training
- WI-1.0 Master Job Folder Setup
- WI-4.0 Employee Training Log
- WI-8.0 Quality Action Log, Use of
- WI-9.0 Internal Quality Audits, How to