



Goddard Procedures and Guidelines

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APPROVED BY Signature: Original Signed By
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Responsible Office: 300/Office of Systems Safety and Mission Assurance
Title: CONTROL OF QUALITY RECORDS

Preface

P1. PURPOSE

This procedure is to establish the requirements for identification, collection, indexing, access, filing, storage, maintenance and disposition of quality records.

P2. APPLICABILITY

This procedure applies to all quality records identified in GSFC Quality Management System documents and pertinent subcontractor quality records maintained by GSFC.

P3. AUTHORITY

NPD 8730.3, NASA Quality Management System Policy (ISO 9000)

P4. REFERENCES

- a. NPG 1441.1, NASA Records Retention Schedules
- b. GPG 1310.1, Customer Commitments and Review
- c. GPG 1410.1, Directives Management

P5. CANCELLATION

GPG 1440.7, Control of Quality Records

Procedure

1. DEFINITIONS

- a. Quality Record - A document which provides objective evidence of the extent of the fulfillment of the requirements for quality or the effectiveness of the operation of a quality system element. Quality records can consist of paper, microfilm, magnetic/electronic media (including software), microfiche, x-ray, or

optical media. This includes records which verify product compliance to requirements, records delivered from subcontractors, as well as records which verify effectiveness of the quality management system.

b. Quality Records Custodian – An individual assigned responsibility in a QMS document for the control of quality records associated with that QMS document.

2. IMPLEMENTATION

Note: Complex or organization-specific quality record controls should be addressed in appropriate Directorate-level procedures or work instructions (see GPG 1410.1). Otherwise, the requirements below shall apply.

2.1 Identification, Collection, Maintenance, and Storage

Quality records resulting from the implementation of the GSFC Quality Management System shall be listed in a Quality Records List (see list template attached) by each organization which maintains such quality records.

2.2 Indexing, Accessibility and Retrieval

Quality records shall be physically or electronically filed (e.g., by project, product, serial number, etc.) by a method which enhances accessibility and retrieval by the record user. Records maintained on-site shall be readily retrievable. Storage shall be done so as to minimize the potential for deterioration or other loss of records.

2.3 Disposition

Quality records shall be preserved, maintained, and disposed of in accordance with NPG 1441.1. Customer requirements (see GPG 1310.1) which require longer on-site record retention times, prior to permanent or temporary off-site storage, shall take precedence over NPG 1441.1.

3. RECORDS

Quality Records List (Maintained by each organization responsible for completing associated records)

QUALITY RECORDS LIST TEMPLATE

Sheet _____ of _____

Process	Quality Record Title/Number	Responsible for Completion	File Location	Retention Period	Archive Location	Archive Period

INSTRUCTION FOR COMPLETION OF THE QUALITY RECORDS LIST TEMPLATE

Process Box	Fill in the procedure or work instruction document reference that generates the quality record.
Quality Record Title/Number:	Fill in the name of the quality record (and record the file number if applicable) e.g. performance appraisals, logs, minutes of meetings, test records, design review minutes, training records.
Responsibility for Completion	Fill in the function of the person responsible for generating the record (e.g. Project Engineer; Supervisor, Division Chief, Program Specialist, Secretary).
File Location	Fill in where completed record(s) can be located (e.g. room number and file cabinet, database location/URL).
Retention Period	Following NPG 1441.1, fill in the period of time which the record must be retained (e.g. "Destroy 1 year after action is completed").
Archive Location	Following NPG 1441.1, fill in either building and room number; city, building and room number ; or N/A if the document is not required to be archived.
Archive Period	Following NPG 1441.1 fill in the length of time the record must be archived. Fill in N/A if the document is not required to be archived.
Sheet Number	Fill in the number of each sheet in numerical order along with the total number of sheets.

Revision	Date	Description of Changes
Baseline	8/12/98	
A	10/6/98	Header and footer format changes. Added Quality Records List template. Added sentence to paragraph 2.2 to require storage to prevent potential deterioration or loss of records.