

Document or Record	Pres	VP-Op	VP-Prod	Jr VP	Pl Mar	ShipMar	Off Mar	Document Identification	Location	Current Revision	Controlled	Record	Record Retention (Yrs)
<b>Systems Documents Manual</b>													
1 Organization Chart	X							Binder Title	VP Operations Office	1/14/02	Y	-	-
Management Review	X							orcht#2	Systems Doc. Manual	1/9/02	Y	-	-
Management Review Form (Original)	X							mgmt_rev.cfl	Systems Doc. Manual	3/5/01	Y	-	-
Management Review Form (Post-meeting)	X							mgmt_rev.xls	Systems Doc. Manual	11/6/00	Y	-	-
Survey	X							Paper File Title	VP Operations Office	-	-	Y	1
Survey (Completed)	X							SVY#1	Systems Doc. Manual	1/10/2002	Y	-	-
								Paper File Title	VP Operations Office	-	-	Y	1
2 Quality System	X							qa_sys.cfl	Systems Doc. Manual	3/30/97	Y	-	-
Quality System Map				X				quality system map	Systems Doc. Manual	12/3/01	Y	-	-
Quality Planning	X							qa_plan.cfl	Systems Doc. Manual	2/27/97	Y	-	-
3 Request for Quotation	X							contract.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Contract Review Form (Original)	X							cont rev #3	Systems Doc. Manual	11/6/00	Y	-	-
Contract Review Log Form (Completed)	X							Paper File Title	VP Operations Office	-	-	Y	1
Contract Review Guide List	X							CRGL#1	Office Manager	5/28/97	Y	-	-
Product Pricing	X							ppfl#1	Systems Doc. Manual	2/12/99	Y	-	-
Product Formula Book Flow Chart	X							ptf#1	Systems Doc. Manual	2/22/99	Y	-	-
4 Design Process			X					design.cfl	Systems Doc. Manual	1/10/02	Y	-	-
Design Plan and Review Form (Original)			X					des_rev.xls	Systems Doc. Manual	1/10/02	Y	-	-
Design Plan and Review Form (Completed)			X					Paper File Title	Lab Files	-	-	Y	1
5 Documentation Relationships	X							doc_type.cfl	Systems Doc. Manual	3/3/97	Y	-	-
Document Control	X							doc_ctrl.cfl	Systems Doc. Manual	10/1/98	Y	-	-
6 Purchasing	X							purch#1	Systems Doc. Manual	10/17/01	Y	-	-
Visible Index File (Current Approved Suppliers)	X							Special File Chest	VP OP Office	-	-	Y	1
Supplier Evaluation	X							sup_eval.cfl	Systems Doc. Manual	3/21/00	Y	-	-
Supplier Evaluation Form	X							sup_eval.xls	Systems Doc. Manual	7/29/97	Y	-	-
Supplier Evaluation Form (Completed)	X							Paper File title	VP OP Office	-	-	Y	1
Purchase Order Forms (Completed)	X							Purchase Order Form	VP OP Office	-	-	Y	7
Subcontractor Evaluation	X							subceval.cfl	Systems Doc. Manual	10/1/98	Y	-	-
Subcontractor Evaluation Form	X							Paper File title	Systems Doc. Manual	10/12/98	-	-	-
Subcontractor Evaluation form (Completed)	X							Paper File title	VP OP Office	-	-	Y	1
Invoice				X				Invoice	Jr VP	-	-	Y	7
7 Customer Supplied Product	X							cust_prd.cfl	Systems Doc. Manual	4/15/99	Y	-	-
Tote Receiving Log				X				totelog#1.cwk	Systems Doc. Manual	1/12/01	Y	-	-
Tote Receiving Log (Completed)				X				Paper File Title	Jr VP Office	-	-	Y	3 mos
Tote Inventory				X				totin#1	Systems Doc. Manual	3/1/01	Y	-	-
Tote Inventory -(Completed)				X				Paper File Title	Jr VP Office	-	-	Y	3 mos
Tote To Be Filled				X				Tote2Bfilled	Systems Doc. Manual	1/16/01	Y	-	-
Totes To be filled (Completed)				X				Paper File Title	Jr VP Office	-	-	Y	1
Tote Testing Bill of Lading				X				return tote#1	Systems Doc. Manual	3/1/01	Y	-	-
Tote Testing Bill of Lading (Completed)				X				Paper File Title	Jr VP Office	-	-	Y	1
8 Lot Traceability	X							lot_trac.cfl	Systems Doc. Manual	10/17/01	Y	-	-
Batch Number System			X					BatchNo.cfl	Systems Doc. Manual	11/22/99	Y	-	-
9 Order Log -- Handwritten Log							X	Notebook Title	Front Office	-	-	Y	1
Customer Order Processing	X							ordfl#5	Systems Doc. Manual	10/17/01	Y	-	-
Production Flow	X							mfgcht#1	Systems Doc. Manual	6/4/97	Y	-	-
Materials Flow	X							material.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Procedure for Unloading Raw Materials			X					tankerUnload.wps	Systems Doc. Manual	12/6/96	Y	-	-
Tanker Unload Drum levels			X					TankerDrumLevels.wps	Systems Doc. Manual	2/12/97	Y	-	-
Product Batch Sheet System			X					bat_sht.cfl	Systems Doc. Manual	6/13/97	Y	-	-
Product Batch Sheet Form (Original)	X							Batch Sheet 7	Systems Doc. Manual	2/15/01	Y	-	-
Product Batch Sheets - Masters	X							Paper File Title	Front Office	-	Y	-	-
Product Batch Sheets Manual (Production Copies)					X			Binder Title	Production Office	-	Y	-	-
Product Batch Sheet (Post-processing)			X					Paper File Title	Production Office	-	-	Y	1
Product Label Instructions - Page 1	X							labin#1	Label Room/Dock	2/13/97	Y	-	-
Product Label Instructions - Page 2	X							labin#2	Label Room/Dock	11/18/99	Y	-	-
Shipping Dock Flow	X							sdf#4	Systems Doc. Manual	6/4/97	Y	-	-
Shipping Info Book and 'Odds' Page Flow	X							sibfc#1	Systems Doc. Manual	10/18/01	-	Y	-
Bill of Lading Instructions			X					DBL#1	Systems Doc. Manual	12/15/00	Y	-	-
Shipping Instructions	X							ship in#1.cwk	Shipping Info Book	2/28/97	Y	-	-
Do not ship below 32 degrees F temperature list	X							dns32#1	Shipping Info Book	10/18/01	Y	-	-
Bulk Material Tanker Loading Procedure			X					Tankerload.wps	Systems Doc. Manual	1/20/97	Y	-	-
Preventive Maintenance Records					X			pm#1-A	Production Office	5/31/00	-	Y	1
Preventive Maintenance Records					X			pm#1-B	Production Office	5/31/00	-	Y	1

Preventive Maintenance Records			X		pm#1-C	Production Office	5/31/00	-	Y	1
Preventive Maintenance Records			X		pm#1-D	Production Office	5/31/00	-	Y	1
Preventive Maintenance Records			X		pm#1-E	Production Office	10/18/01	-	Y	1
Preventive Maintenance Records			X		pm#1-F	Production Office	5/31/00	-	Y	1
Preventive Maintenance Records			X		pm#1-G	Production Office	5/31/00	-	Y	1
Preventive Maintenance Records			X		pm#1-H	Production Office	5/31/00	-	Y	1
Preventive Maintenance Records			X		pm#2-A	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#2-B	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#3-A	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#4-A	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#5-A	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#6-A	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#7-A	Production Office	2-22-00	-	Y	1
Preventive Maintenance Records			X		pm#8-A	Production Office	2-22-00	-	Y	1
10 Quality Control Process		X			qc1.cfl	Systems Doc. Manual	2/5/97	Y	-	-
Quality Control Testing		X			QC Testing.wps	Systems Doc. Manual	10/10/97	Y	-	-
QC Sheet (Original)	X				QC #3	Systems Doc. Manual	1/14/02	Y	-	-
QC Sheet (Masters)				X	QC #3	Front Office	1/14/02	Y	-	-
QC Sheet (In Process)		X			Paper File Title	QC Log	-	-	-	-
QC Sheet (Completed)		X			Paper File Title	Lab files	-	Y	-	3
Receiving Flow	X				recfl#1	Systes Doc. Manual	10/18/01	Y	-	-
Certificate of Analysis		X			CofAnalysis.wss	Systes Doc. Manual	4/30/97	Y	-	-
11 Calibration System		X			cal1.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Outsourced Calibration		X			cal2.cfl	Systems Doc. Manual	7/15/97	Y	-	-
Master Calibration List		X			MasterCal List	Lab Files	4/17/01	-	Y	1
Calibration of Lab Triple Beam Balance		X			TripleBeamCalib.wps	Systems Doc. Manual	2/15/00	Y	Y	1
Hydrometer Calibration Procedure		X			hycal#1.cwk	Systems Doc. Manual	9/11/00	Y	-	-
Hydrometer Calibration Chart		X			Hydrometer CalChart.wk	Systems Doc. Manual	4/23/97	Y	-	-
12 Inspection & Test Status		X			insp_sts.cfl	Systems Doc. Manual	2/12/97	Y	-	-
13 Nonconforming Product Flow		X			noncht#1	Systems Doc. Manual	6/22/98	Y	-	-
NC CA Form (Original)		X			nc_ca.xls	Systems Doc. Manual	6/1/00	Y	-	-
NC and CA Form System		X			nc_form.cfl	Systems Doc. Manual	6/4/97	Y	-	-
NC CA Form (Completed)		X			Paper File Title	Lab Files	-	-	Y	1
Customer Complaint System Flow		X			cccht#2	Systems Doc. Manual	11/29/01	Y	-	-
Customer Complaint Log Form		X			ccl#1	Systems Doc. Manual	7/29/97	Y	-	-
Customer Complaint Log (Ongoing)		X			Paper File Title	Lab Files	-	-	Y	1+
Customer complaint Form		X			Customer Complaint Form.wps	Systems Doc. Manual	1/5/01	Y	-	-
Customer complaint Form(Completed)		X			Paper File Title	VP-OP	-	-	Y	1+
Returned Product Verification Form		X			ReturnedProduct.wps	Systems Doc. Manual	7/22/97	Y	-	-
Returned Product Verification Form (Completed)		X			Paper File Title	Lab Files	-	-	Y	1
Returned Product Quarterly Review Form		X			Retuned Product Quarterly Review Form	Systems Doc. Manual	3/5/01	Y	-	-
Returned Product Quarterly Review Form (Completed)		X			Paper File Title	Lab Files	-	-	Y	1
Work Off System Flow		X			wocht#1	Systems Doc. Manual	6/25/98	Y	-	-
Workoff Inventory Sheet (products)		X			wois#1-p.xls	VP-OP	6/25/98	-	Y	1+
Workoff Inventory Sheet (raw materials)		X			wois#1-r.xls	VP-OP	6/25/98	-	Y	1+
14 Corrective and Preventive Action		X			c_act.cfl	Systems Doc. Manual	2/12/97	Y	-	-
Preventive Action Flow Chart			X		Preventive Action Flow	Systems Doc. Manual	12/3/01	Y	-	-
15 Handling, Storage, Packaging, Preservation & Delivery					Addressed in Systems Manual					
Material Handling Flow		X			mtha#1	Systems Doc. Manual	5/30/01	Y	-	-
16 Control of Quality Records		X			qr_ctrl.cfl	Systems Doc. Manual	2/12/97	Y	-	-
17 Internal Audit System		X			int_audt.cfl	Systems Doc. Manual	4/3/97	Y	-	-
Internal Audit Tracking		X			AuditForm.dot	VP Operations Office	2/15/00	-	Y	1
18 Training		X			train.cfl	Systems Doc. Manual	3/3/97	Y	-	-
OJT (Plant Work Instruction) Check List		X			PlantJobChecklist3.wps	Systems Doc. Manual	5/29/97	Y	-	-
OJT Check List (Completed)			X		Paper File Title	Plant Manager Office	-	-	Y	1
OJT(Office & Lab)CheckList		X			office job checklist	Systems Doc. Manual	8/8/97	Y	-	-
OJT Checklist( Completed)					Paper File Title	VP Operations Office	-	-	-	-
New Equipment Training List		X			NewEquipTrnList.wss	Systems Doc. Manual	6/29/98	Y	-	-
New Equipment Training List (Completed)			X		Paper File Title	Plant Manager Office	-	-	-	-
19 Servicing					Addressed in Systems Manual					
20 Statistical Techniques					Addressed in Systems Manual					
ISO 14000 Related										
MSDS Flow Chart		X			msdsfl#2	Systems Doc. Manual	10/18/01	Y	-	-
Other Quality Related Documentation						Systems Doc. Manual		Y	-	-
GE Labeling Instructions (computer generation)										
Laboratory Procedures Manual		X			Binder Title	Laboratory	-	Y	-	-
pH Meter Standardization		X				Lab Procedures Man.	10/10/96	Y	-	-
Preparation of Titration Solutions		X			solutionprep.wps	Lab Procedures Man.	10/10/96	Y	-	-

Procedure for Preparing a Titration Kit		X				titrationkitprep.wps	Lab Procedures Man.	10/10/96	Y	-	-
Procedure for Determining Titration of a New Product		X				newtitration.wps	Lab Procedures Man.	10/10/96	Y	-	-
Titration files (Master)		X				-	Laboratory	-	Y	-	-
Titration files (Kit Copies)		X				-	Laboratory	-	Y	-	-
0.1 N Sodium Hydroxide		X				naoh.1n.wps	Std Solutions Manual	10/8/96	Y	-	-
1 Normal Sodium Hydroxide		X				naoh1n.wps	Std Solutions Manual	10/8/96	Y	-	-
2 N Potassium Hydroxide		X				koh2n.wps	Std Solutions Manual	10/8/96	Y	-	-
0.1 N Sulfuric Acid		X				acid.1n.wps	Std Solutions Manual	10/8/96	Y	-	-
1 N Sulfuric Acid		X				acid1n.wps	Std Solutions Manual	10/8/96	Y	-	-
2 N Sulfuric Acid		X				acid2n.wps	Std Solutions Manual	10/8/96	Y	-	-
12 N Sulfuric Acid		X				acid12n.wps	Std Solutions Manual	10/8/96	Y	-	-
4% Potassium Permanganate Solution		X				4%kmno4.wps	Std Solutions Manual	10/8/96	Y	-	-
0.043 N Potassium Permanganate Solution		X				.043nkmno4.wps	Std Solutions Manual	10/8/96	Y	-	-
Phenolphthalein Solution		X				phenolphthalein.wps	Std Solutions Manual	10/9/96	Y	-	-
Bromophenol Blue Indicator Solution		X				bromophenolblue.wps	Std Solutions Manual	10/9/96	Y	-	-
Titration Solution Adjustment Page		X				adjustpage.wps	Std Solutions Manual	10/9/96	Y	-	-
Code of Federal Regulations		X				By title	Jr. VP Office	10-15-01	Y	-	-
Preparation of Metals for Painting (Spring)		X				By title	Jr. VP Office	1965	Y	-	-
Entela, Inc. Policies for ISO-9000/ QS-9000 Quality System Regis		X				By title		1-15-01	Y	-	-
2000 Emergency Response Guidebook		X				By Title	Jr. VP Office	2000	Y	-	-

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