| Your Logo Here | QUALITY RECORDS | | |
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## I PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for establishing, storage, and retention of quality records.

## II APPLICATION

This procedure applies to all records pertaining to the quality system, and in particular the records listed in Section III-1 of this procedure.

This procedure directly concerns all departments that establish and maintain records. Section II-1 of this procedure provides a list of the affected departments.

## III PROCEDURE

### 1. Records, Storage Locations, and Retention Periods

1.1 **Management Review Records**: Minutes of management review meetings established per Procedure AOP-01-03. Retained by Quality Assurance for a period of three years.

1.2 **Production Part Approvals:** All records and documents required for Production Part Approval Process (PPAP), in accordance with PPAP Reference Manual. Retained by Quality Assurance while the part (or family of parts) is active for production and service requirements plus one calendar year.

1.3 **Contract Review Records:** Offers, Team Feasibility Commitments, and other documents established in the course of negotiating and implementing contracts. Retained by Contracts for the duration of the contract and for 10 years thereafter.

1.4 **Engineering Design Output Documents:** Design FMEAs, drawings, specifications, bills of materials, process procedures, calculations, prototype test reports,

and other documents established in the course of product design. Retained by Design Engineering while the designed part or system is active plus five calendar years.

1.5 **Subcontractor Evaluation and Performance Records:** Documents demonstrating subcontractor quality capability and quality performance. Retained by Purchasing while the subcontractor is active plus three calendar years.

1.6 **Purchase Orders:** Purchasing documents for procurement of materials, components, products, and services to be incorporated into the finished product. Retained by Purchasing while the part for which the materials were purchased is active plus one calendar year.

1.7 **Product Quality Records:** Work orders, traceability records, material certificates, control charts, inspection and test results, etc. Retained by Production for one calendar year after the year in which they were created.

1.8 **Calibration Certificates:** Inspection, measuring, and test equipment calibration certificates. Retained by Quality Assurance for a period of three years.

1.9 **Nonconforming Product Records:** Product nonconformance reports established per Procedure QOP-13-01. Retained by Quality Assurance for one calendar year after the year in which the reports were created.

1.10 **Corrective and Preventive Action Records:** Corrective action requests established per Procedure QOP-14-01. Retained by Quality Assurance for a period of three years.

1.11 **Customer Complaints Records:** Files with customer complaints and records with short-term and long-term resolutions. Retained by Contracts for a period of three years.

1.12 **Internal Quality Audit Reports:** Audit noncompliance reports established per Procedure QOP-17-01. Retained by Quality Assurance for a period of three years.

1.13 **Training Records:** Personnel training records. Retained by Human Resources and departments conducting training for a period of three years after termination of employment.

## 2. Identification

2.1 Records are identifiable to the product, person, or event to which they pertain. Records are dated, and identify the person who established the record. Records are indexed or grouped to facilitate their retrieval.

## 3. Storage

3.1 Records are normally stored by the same department that initially established the record (see Section 1 of this procedure). Records are stored in a dry and clean environment.

Cabinets containing records are clearly labeled to display their contents. Records and other quality documents may not be stored in private desk drawers or other obscure locations that are not generally known.

## IV ASSOCIATED DOCUMENTS

- Quality System Documentation — Oper. Proc. QOP-05-01

- Document Control — Oper. Proc. QOP-05-02