

QUALITY RECORDS

Disposal * - unless otherwise indicated hard copy documents will be shredded

- computer records will be either moved to an archive folder on the computer or deleted.

NOTE: live means all the while the sheet is being used, or client site has a current maintenance.

Record	Person Responsible	Retention (min)	Storage Method	Location
Purchasing	Administrator	6 months	Electronic - COINS	COINS
Supplier Assessment	Operations /Business Manager Administrator MW Cripwell	2 years	Supplier file	COINS
Customer Files containing: Survey Sheet Drawings Specification / Quote Agreement Form ARC Info Engineers Dockets Certificates	Administrator Engineering Supervisor	Live +2yrs Design paperwork-Live +12yrs	File / numerical Some held electronically	Office cabinets
Customer Computer record	Administrator	Live +12 yrs	Computer record	Computer
Goods Returned	Administrator	2 yrs	Electronic - COINS	COINS
ARC Reports	Engineering Supervisor	2 yrs	File	Office shelves
Brigade Policies	Operations/Business Manager	discretion of Ops/Business Manager	Electronic	Computer
Calibration	Administrator	2 yrs after last use	File	Office shelves
ID Card Control List	Administrator MW Cripwell	Live + 6 months	Electronic/hard copy	Office shelves
Eng. /Product Audits	Operations/Business Manager	2 yrs	File / by year	Office shelves
Internal QA Audits	Operations/Business Manager	Live + 2 yrs	File / by year	Office shelves

Record	Person Responsible	Retention (min)	Storage Method	Location
Management Mtg Minutes	Administrator	Live + 2yrs	Electronic/ date order	Computer
False Alarm Data	Administrator	3 yrs	computer	Computer
Maintenance Achievement Stats	Administrator	3yrs	computer	Computer
QA System File Policy/Processes/Procedures	Operations/Business Manager	Live + 6months	electronic	Computer
Customer Complaints	Operations/Business Manager	2 yrs	File / annual / date	Office shelves
N/C reports	Administrator	2 yrs	File / date order	Office shelves
Preventive Action reports	Administrator	2 yrs	File / date order	Office shelves
Master Docs/Forms (electronic)	Operations/Business Manager	Live + 6 months	Electronic	Computer
NSI Info/memos etc	Operations/Business Manager	Discretion of Off. Mngr	File Electronic	Office shelves computer
External Standards	Operations/Business Manager	Discretion of M.D.	File	Office shelves
Obsolete docs/forms	Operations/Business Manager	6 months	Electronic	Archive folder - computer
Employee Records / vetting	Operations/Business Manager	Live + 10 yrs	File / Eng Name- MW Cripwell Office Manager	Part file –Office cabinet Vetting - MW Cripwell Office Manager
Training Records	Operations/Business Manager	Live + 10 years	Filed by Name	Cabinet

Archive area for documents:

Customer Files

Boxed, labelled and in BTS stores