

S&L AEROSPACE METAL, LLC.

WORK INSTRUCTION	CUSTOMER RECORD RETENTION		
Approved by: Ian R. Cuthbert	Date: 01/02/2018	WI-7.5.3.6	Revision: D

Purpose:

The following listing of customers delineates their requirements to retain records by classification in accordance with their directives.

Scope:

S&L Aerospace LLC., as a minimum, will maintain records as stated in QSP-7.5.3, Quality Record Maintenance, for those companies that do not reference retention requirements.

Responsibilities:

Each department manager is responsible for filing and maintaining their archival records for the time periods required. Sales will notify the Management representative of any new customers so that their record retention requirements can be reviewed and added to this work instruction. These storage materials include first articles, test results, charts, radio-graphs, and x-rays.

Note:

Life of Aircraft or Term of contract are as equivalent retention periods unless otherwise stated. After market / spares for 8 years, and shelf life / off the shelf / stock items for 5 years.

<u>CUSTOMER</u>	<u>STANDARD PARTS</u>	<u>FLIGHT SAFETY PARTS</u>
Sikorsky	10 years	40 years
US Government	10 years	10 years
Helicopter Support	4 years	4 years
Boeing	Life of Contract +10 years	30 years
Parker Hannifin	15 years	15 years
Raytheon	5 years	5 years
Goodrich Landing Gear	10 years	10 years
McDonnell Douglas	4 years	4 years
Airspares International	4 years	4 years
Messier-Dowty	Life of Aircraft +2 years	Life of Aircraft +2 years