

S&L AEROSPACE	Title: QUALITY RECORD MAINTENANCE	
AS9100 & ISO9001 Procedures	QSP-7.5.3	Revision: F
Issued By: Management Representative	Signature: <i>Ian R Cuthbert</i>	Date: 01/08/2018
Approved By: President	Signature: <i>Jerry Wang</i>	Date: 01/08/2018

1 PURPOSE

- 1.1 The purpose of this procedure is to define the steps that S&L follows to ensure that quality records are identified, collected, indexed, filed, protected and stored to allow for ready access and retrieval, and that these records are disposed of properly, including pertinent quality records from suppliers.
- 1.2 To ensure that records are retained as per WI-7.5.3.6 and made available for review by customers and regulatory authorities in accordance with contract or regulatory requirements.

NOTE:

Quality records demonstrate S&L's conformance to its quality system, customer, regulatory, and other requirements. Quality system records are retained to provide evidence of quality and to assist in corrective action or preventive action for quality problems that reveal themselves over time.

2 SCOPE

- 2.1 This procedure applies to identified quality records.
- 2.2 This procedure addresses clauses 7.5.2 and 7.5.3 in AS9100 & ISO9001 and Sections 7.5.2 and 7.5.3 the Quality Manual.
- 2.3 *AS9100 requirements above ISO9001 requirements are indicated in italics.*

3 RELATED DOCUMENTS AND FORMS

- 3.1 Document Master List Form, F-8.1.2.5.
- 3.2 Document Issue / Update Form, F-8.1.2.6.
- 3.3 Document Change Form, F-8.1.2.7.
- 3.4 Corrective Action Response (CAR) Form, F-10.1.
- 3.5 Corrective Action Response (CAR) Log, F-10.2.
- 3.6 All QSP's (Procedures) and the following Work's Instructions:
 - 3.6.1 Control of Drawings, WI-7.5.3.1.
 - 3.6.2 Data Back Up & Retrieval, WI-7.5.3.5.
 - 3.6.3 Customer Record Retention, WI-7.5.3.6.

4 PROCEDURE

- 4.1 Quality Records are maintained by S&L to provide evidence of conformity requirements and of the effective operation of the Quality Management System (QMS).
- 4.2 It is the responsibility of appropriate Department Managers and/or the Management Representative to identify Quality Records to be maintained as per Document Master List (DML), and the Table below.
- 4.3 Department Managers are responsible for ensuring that Quality Records are legible.
- 4.4 Quality Records are filed, indexed and stored in a manner that facilitates access and provides for protection against damage and deterioration.
 - 4.4.1 Nonconforming Material Reports are filed numerically as per the NCMR Log.
 - 4.4.2 Customer Complaints are filed numerically as per the Corrective Action Log.
 - 4.4.3 Internal Audits are filed numerically by Internal Audit Log number.

S&L AEROSPACE	Title: QUALITY RECORD MAINTENANCE	
AS9100 & ISO9001 Procedures	QSP-7.5.3	Revision: F

- 4.4.4 Management Review Meeting Minutes are filed by date.
- 4.4.5 Training Records are filed by Employee name.
- 4.4.6 The Supplier Corrective Action Requests are filed numerically by CAR Action Log number.
- 4.4.7 Quotes are filed by the Sales Coordinator by customer and date.
- 4.4.8 Contract Acceptance is filed with the appropriate sales order.
- 4.4.9 Sales Orders are filed by customer name and sales order number.
- 4.4.10 Customer supplied drawings and change notices are filed alphabetically.
- 4.4.11 Inspection Records are filed by Part Number by date.
- 4.4.12 Calibration Records will be scanned and the files archived. The original hard copies will be filed by equipment calibrated.
- 4.4.13 Maintenance Records are filed by equipment.
- 4.4.14 Purchase Orders are filed by supplier and purchase order number.

4.5 Protection of Quality Records:

- 4.5.1 Hard Copy Records are protected by keeping them in containers such as file cabinets or storage boxes to minimize deterioration, damage or loss.
- 4.5.2 Electronic Records are archived and maintained in a fireproof container or a copy kept off site.
- 4.5.3 Electronically held data is backed up per the Data Back-Up and Retrieval work instruction.
- 4.5.4 Where required by customer contracts Quality Records relating to sub-contractor conformance are maintained and retained as per the specified customer requirements (WI-7.5.3.6).
- 4.5.5 When agreed to, or contractually required, S&L makes quality records available to the customer for an agreed period.

4.6 Method of Disposal for Quality Records:

- 4.6.1 Shredding or placing them in the trash.
- 4.6.2 When retention time requirements have been satisfied, it is the responsibility of the President or designee to determine whether the records should be archived for future reference or disposed of.

4.7 Method of controlling records that are created by supplier:

- 4.7.1 S&L's purchase order indicates what records are required to be supplied by suppliers.
- 4.7.2 The Table below indicates supplier records that S&L maintains.
- 4.7.3 Should S&L require the supplier to maintain records applicable to product supplied, these requirements will be documented in the Company's Purchase Order.
- 4.7.4 All certifications for hardware or services rendered, received from suppliers, will be reviewed, stamped off & dated by Quality Assurance personnel prior to filing, indexing and storing.

S&L AEROSPACE	Title: QUALITY RECORD MAINTENANCE	
AS9100 & ISO9001 Procedures	QSP-7.5.3	Revision: F

4.8 Quality Records are maintained in accordance within the Document Master List (DML). Additional retentions are as outlined in the Table below:

RECORD	PERSON RESPONSIBLE	LOCATION	MINIMUM RETENTION	TYPE OF RECORD
Certificate of Origin (Vendor) Certificate of Analysis (Vendor)	Quality Manager	Quality	7 Years	Hardcopy & Electronic
Internal & External Audit Records <ul style="list-style-type: none"> ▪ Internal Audit Schedule ▪ Internal Audit Log ▪ Internal Audit Form ▪ Internal Audit Check List ▪ External Audit Records 	Management Representative	Quality	7 Years	Hardcopy & Electronic
MSDS Sheets (Supplier)	Calibration or Quality Manager	Shop Floor	7 Years	Hardcopy & Electronic
Test Reports (Vendor)	Quality Manager	Quality	7 Years	Hardcopy & Electronic

Procedure Amendment Record:

Revision	Date	Description
A	10/26/2005	Procedure issued.
B	12/15/2008	Par. 4.4.1.2 revised, par. 4.9.4 added.
C	01/15/2010	Updated references from ISO9001:2000 to ISO9001:2009 Rev.C
D	04/16/2012	Updated documentation references from WI's and for Form Logs
E	01/08/2018	Updated references from ISO9001:2008 to ISO9001:2016