CONTROL OF QUALITY RECORDS

1.0 GENERAL

1.1 Quality records demonstrating conformance to specified requirements are stored for future reference. Methods used for the identification, collection, indexing, access, filing, storage, maintenance, retention time, and disposition of quality records are contained in QP-1600.

1.2 Quality records are maintained to demonstrate conformance to requirements and the effective operation of the Quality System, as defined in Procedures and reference documents. Pertinent subcontractor records are included in this data.

1.3 Completed records are stored in designated areas by the departments shown in QP-1600. In-process records are located in the department(s) that generate(s) the record.

1.4 Quality records are legible and stored in such a way so that they are readily identifiable and retrievable. Storage and filing methods, including the storage environment, are designed to prevent damage, loss, and deterioration.

1.5 Retention policies for records are established, as defined in QP-1600.

1.5.1 When required by contract, records are made available for customer evaluation.

1.6 The Company’s quality records include computer records and hardcopy records/documents.

1.7 Customer confidential records are identified, and their confidentiality is ensured, as defined in Quality Manual Appendix QM B.