Quality Records
Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 To define and describe the manner in which Quality Records are prepared, collected, identified, controlled, stored, corrected, dispositioned, retrieved and disposed of at our Company.

1.2 Scope
1.2.1 The scope of this procedure is applicable to our Company’s Quality Management System quality records.

2.0 APPLICABLE DOCUMENTS
The following documents are applicable as to the extent specified herein:

Industrial/Commercial/Government Documents
ISO 9001:2008 Quality Management System Requirements

Internal Document(s)
ATS-QAP-1005 Nonconforming Material System
ATS-QAP-1008 Internal Audits

Form(s)
None

3.0 RESPONSIBILITIES

3.1 General
3.1.1 Quality Assurance - shall be responsible for preparing, complying with and maintaining this procedure.

3.1.2 Other Functional Departments - that prepare, use and retain Quality Records shall be responsible for adhering to this procedure.
4.0 PROCEDURE

4.1 General
4.1.1 Our Quality Assurance Department ensures that records are established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records remain legible, readily identifiable and retrievable. This procedure defines the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

4.1.1.1 Once Quality Records have been completed in accordance with applicable operating procedures, and served their purpose, they are retained in approved Quality Assurance locations and as specified in this document.

4.1.2 There are two types of media used to record Quality Records. The media types are:
- Computer Software File records (on diskette or hard drive)
- Hand written or computer printed paper records

4.1.3 The types of Quality Records (documentation or software), storage location and respective retention periods are defined in Appendix A – Quality Records Retention. When other Quality System procedures specify a retention period, this procedure shall take precedence. When a Customer’s order defines special Quality Documentation and retention period(s), the Customer’s requirement shall take precedence.

4.2 Identification
4.1.3 Each record type is identified with the following information:
1. Record Type Name/Description
2. Record Type Part Number (When applicable)
3. Originator Name (Person who issued and/or recorded the data)
4. Date (The date the data was recorded)
5. Status of the Item: Pass/Accept or Fail/Reject (When applicable)
6. When applicable, the following shall also be recorded (when applicable):
   a. Serial Number/Lot Number/Date Code, and/or Quantity
   b. Product Part Number
   c. Revision of Record
4.3 Documentation Retention
4.3.1 Quality Records are retained per the minimum requirements specified in Appendix A – Quality Records Retention unless otherwise specified by the Customer order.

4.3.2 Quality Assurance is responsible for ensuring that Quality Records are stored in a manner that prevents damage or degradation of the records. In addition, the records shall be controlled in a manner that allows the records to be easily located and not lost due to lack of organization.

4.4 Legibility
4.4.1 Quality Records shall be written or printed in a manner that ensures that the data is accurate, complete, legible, and can be read and understood by all users.

4.4.1.1 Quality Records that are computer printed shall be printed using a printer that has enough ink (light print not acceptable) and does not ink smear the information.

4.5 Changing Records
4.5.1 When changes are required in order to make the Quality Record accurate, the change shall be performed by the person who initially recorded the original data. Quality Assurance and the employee's supervisor/management are also authorized to make necessary corrections and initial/date each change.

4.5.2 All changes shall be performed in a manner that does not make the old data un-readable. A single line shall be drawn through the old data, the new data shall be recorded next to it, and initialed/dated by the approved person who made the change. Old data shall not be thrown away, and shall be kept with the new data. **Whiting out old text using liquid white-out is not acceptable.**

4.5.3 Receiving Inspection, Test or In-process/Final/Shipping Inspection results shall not be altered or modified in a manner that allows nonconforming material to be accepted by Quality Assurance as acceptable product.

4.6 Disposition of Records
4.6.1 Quality Records that have been damaged/missing/legally altered/not legible/incomplete are brought to the attention of Quality Assurance for disposition in accordance with QAP-1005, Nonconforming Material System.

4.7 Records Disposal
4.7.1 Quality Records shall not be disposed of unless approved by Quality Assurance unless the minimum retention period(s) specified in Appendix A – Quality Records Retention is satisfied.

4.7.1.1 Quality Records may be disposed of after the minimum retention period is satisfied or as directed by Customer order.
4.8 Storage
4.8.1 Quality Records are stored in manner so that the records will not be damaged (i.e. rain, fire, direct sun light, high humidity, etc.) or lost.

4.9 Protection
4.9.1 Quality Records filed or stored in a manner suitable for the work environment and where access is available to the functional department who is responsible and Quality Assurance/ as defined in this document.

4.10 Retrieval
4.10.1 Quality Records are stored in manner that makes retrieval not difficult. Typically, Quality Records are retained in clearly labeled files/cabinets for the first year and then maybe placed into other types of controlled storage using clearly identified boxes or other means that allows the records to be retrieval in a timely manner when needed.

5.0 QUALITY ASSURANCE

5.1 General
5.1.1 Quality Assurance shall audit this process as scheduled per ATS-QAP-1008, Internal Audits.
### Appendix A – Quality Records Retention

This section is applicable to All Site Locations

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quality Record Type</th>
<th>Minimum Retention Period</th>
<th>Responsible Function and Retention Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ISO 9001 Management Report(s) and Quality Objective Data</td>
<td>3 Years minimum</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>2</td>
<td>Internal Audits; Schedule and Audit Results</td>
<td>3 Years minimum</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>3</td>
<td>Receiving Inspection Records; Vendor Supplied Packing Slips, C of C’s, Vendor Data, etc.</td>
<td>3 Years minimum</td>
<td>Purchasing</td>
</tr>
<tr>
<td>4</td>
<td>Inspection and Test Documentation; Final Inspection Records</td>
<td>3 Years minimum</td>
<td>Business Operations/Human Resources</td>
</tr>
<tr>
<td>5</td>
<td>Purchasing Records; Supplier Purchase Orders</td>
<td>3 Years minimum</td>
<td>Purchasing</td>
</tr>
<tr>
<td>6</td>
<td>Customer orders, correspondence change documentation</td>
<td>3 Years minimum</td>
<td>Business Operations</td>
</tr>
<tr>
<td>7</td>
<td>Corrective Action(s); Internal, Supplier and Customer</td>
<td>3 Years minimum</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>8</td>
<td>Calibration Records (When Applicable)</td>
<td>3 Years minimum</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>9</td>
<td>Training Records</td>
<td>3 Years minimum</td>
<td>Training</td>
</tr>
<tr>
<td>9</td>
<td>Document Control Documentation/ERs/ECNs; ISO 9001 QMS (Manual, Procedures, Instructions, Forms)</td>
<td>3 Years and as defined by Customer Order</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>10</td>
<td>Finance Records</td>
<td>3 Years and as defined by our Company Management</td>
<td>Finance</td>
</tr>
<tr>
<td>11</td>
<td>Proposals</td>
<td>3 Years for Customer orders and As Required for Non-Customer orders</td>
<td>Bid/Proposals or Corporate Secretary/General Admin.</td>
</tr>
<tr>
<td>12</td>
<td>Business Operations – Outsourcing and Business Solutions and Training Support Documentation &amp; Software</td>
<td>3 Years minimum</td>
<td>Business Operations/Quality Assurance</td>
</tr>
<tr>
<td>13</td>
<td>Human Resource Documentation and Performance Reviews</td>
<td>3 Years minimum</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>