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RECORDS CONTROL

Origination Date: XXXX

Document Identifier:	Records Control
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedure for control of records.

[redacted]

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality management system (QMS). The scope of this procedure is to control only the records referenced in this document; other records are not controlled.

2.0 THEORY

A record is any written or electronic piece of evidence that may be needed later to provide evidence of conformity to requirements. Typically a blank "form" becomes a "record" when it is completed. Records must be controlled so that the information on them is accessible, legible and suitably maintained.

3.0 RULES FOR CONTROL OF RECORDS

3.1 The controls for each type of record are defined in ***Appendix A*** of this procedure.

3.2 The listed "controller" must ensure their assigned records [redacted]

3.3 Records for active contracts are maintained in the quality department handling the operations. Records are [redacted]

3.4 The Document Control Center maintains archive files for records. Records shall be maintained a minimum of [redacted]

3.5 Records that are discarded after retention shall be [redacted]

3.6 Hardcopy records are to be stored in suitable cabinets that [redacted]

3.7 Records are available for review by the Customer and copies of non-proprietary records are furnished to the Customer upon request. Non-disclosure agreements are required for non-Governmental entities.

3.8 Records are verified for [redacted].

3.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

3.10 To ensure protection of records, electronic records are [redacted]

3.11 Local computer data that is stored on company computers must [redacted]

3.12 When making corrections to written record entries, the error is [redacted]

3.13 Correction fluid or correction tape is not to be used on any quality records.

[redacted]

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Appendix A: Records Matrix

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Calibration records	Calibration		Form		[redacted]
Contract review records	Contract review		Form		[redacted]
Control of Nonconforming Product	RFS		Form		[redacted]
Corrective and preventive actions	RFS		Form		[redacted]
Design change records	Engineering order		Form		[redacted]
Design input records	Engineering order		Form		[redacted]
Design review records	Engineering order		Form		[redacted]
Design validation records	Production inspection		Form		[redacted]
Design verification records	Production inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Customer property	Customer property		Form		[redacted]
Management review meeting minutes	Management review report		Form		[redacted]
Record of realization process	Engineering order		Form		[redacted]
Record of release of product	Production inspection		Form		[redacted]
Supplier evaluation	Supplier review		Form		[redacted]
Traceability records	Production inspection		Form		[redacted]
Training records	Training record		Form		[redacted]

[redacted]

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