Q.M. Approval

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Date: 2023.10.29 19:50:46
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Purpose	Define Procedures for Control of Records
Scope:	All documents created by customers and processes utilized at Solidiform to record objective evidence of conformance for Product Realization. Effectivity of this Procedure is within 30 days after date of Approval.
Departments Responsible:	All
Level 1 (ref)	QCM 7.5.3
Level 2 (ref)	ITAP 7.5.3 Control of Records QAP 7.5.3.0.1 Control of Records – Vendor
Level 3 (ref)	Series of Work Instructions QWI 8.4.2.0.1 x
Level 4 (ref)	(Departmental Records A/R)
Revision: NC	NC –Rev D AS9100 changed document number 4.2.4 to 7.5.3
Revision: NC	Reviewed for 5yr requirement no changes needed. 10/29/2023

1.0 Control of Records

Records are maintained to provide evidence of conformity to requirements and of the effective operation of the Quality Management System. Records are to be legible, readily identifiable and retrievable.

2.0 Identification, Storage, Protection, Retrieval, Retention, Disposition

2.1. Identification – Each department identifies the Records applicable to their processes

2.2. Storage – Records and Work Instructions are stored by Department via the INTRANET and Network drives

2.3. Protection – Access is limited to each individual position function. QA and IT have broader access in order to ensure compliance to system requirements

2.4. Retrieval – Network drives and Intranet are backed-up according to IT procedure. Retrieval is limited by access according to each individual position function.

2.5. Retention – Records are retained indefinitely. In the event storage space becomes an issue, records are maintained for a minimum of 10 years unless otherwise specified by customer and regulatory requirements. Vendors records are to be maintained for a minimum of Seven.

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2.6. Disposition – If record retention is determined as expired, records receive a disposition according to customer and regulatory requirements. If no customer and regulatory requirements apply, records will receive a disposition according to their type

 2.6.1. Electronic records are deleted

 2.6.2. Hard copy records are shredded

3.0 Customer Review of Records

Records are available for review by customers and regulatory authorities in accordance with contract or regulatory requirements

4.0 Document storage and naming convention

In the paths below, unless otherwise specified:

 a = first character

 ab = first two characters

 abc = first three characters etc. of the reference record (Sales Order number, part number, etc.)

 yy = two digit year

 yyyy = four digit year

 mm = month

 dd = day of month

 hh = hour (military)

 mn = minute

 ss = second. When a date is included as part of the filename, it shall be in year-month-day order (hours and seconds may be included as necessary)

4.1. Customer RFQ

G:\Quote-Files\RFQ*yy**yymm*\RFQ+*yymmddhhmn+Company*.pdf
where yymmddhhmn reflects the moment of receipt at Solidiform.

4.2. Quote

G:\Quote-Files*ab**abc**abcde-fg*\QO+*abcde-fg*.pdf

4.3. Outside Process Certifications

G:\Service-Files\Certs*ab**Type+abcde+1234*.pdf
where abcde is the certification number (alphanumeric, not limited to any number of characters)
Type is the certification type (see table 4.3),
1234 is the Vendor ID from Visual Manufacturing

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Table 4.3

HTMP	Heat Treat / Mechanical Properties
T4	T4
T6	T6
TB	Test Bar
FIN	Finishing
NDT	Non Destructive Testing
HW	Hardware
HIP	Hot Isostatic Pressing

4.4. Part Related Files (CAD, drawings, blueprints, processing documents, pictures, etc.)

G:\PART-Files\a\ab\abc\abcdex
where abcdex is the base part number (dash suffix omitted) documents are stored in subfolders based on the document type (see table 4.4)
See special documents for Non-Conformances in table 4.4a.

Table 4.4

TYPE	DOCUMENTS	Storage
CAD	Customer Original CAD	**CAD*CustomerOriginalFilename***
BP	Blueprints	**Documents*abcdex-yz*+BP+*rev*.pdf**
EM	Engineering Masters	**Documents*abcdex-yz*+EM+*rev*.pdf**
IMG	Part Image	**Documents\IMG+*abcdex-yz*.jpg**
SHRINK	Shrink Files	**QA\SHRINK+*abcdex-yz*+*yymmdd*.xls**
LOQ	Layout Quote	**Quotes\RFQ-Returns*abcdex-yz*+LOQ+*rev*[+*yymmdd*].pdf** where text between [ ] is optional
NDT	NDT Quotes	**Quotes\RFQ-Returns*abcdex-yz*+NDT+*1234*.pdf** where 1234 is the Vendor ID
FAI	AS-9102 First Article Inspection	**QA\PN\FAI+Rev+*wwww-x*.pdf** where wwww is the Work Order base id and x is the Work Order lot
KC	Key Characteristic (FICS) Inspection	**QA\PN\KC+Rev+*wwww-x*.pdf** where wwww is the Work Order base id and x is the Work Order lot

Notes:
- *FAI and/or KC inspection records may be placed in a QA\WO subfolder when there are multiple Work Orders for the same part. Naming conventions are the same.*
- *Some existing records created prior to the Approval date of this Procedure may not be named IAW the descriptions herein. These records may be renamed or may be retained as they exist.*

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Non-Conformance Documents stored in,
G:\PART-Files\a\ab\abc\abcdex\QA\NonConformance

Table 4.4a

TYPE	DOCUMENTS	Storage
SMRR	Supplier Material Review Report (Northrop Grumman)	**SMRR+xxxxxx.pdf** Where xxxxxx is the customer supplied SMRR number
RCI	Request for Change/Information (Northrop Grumman)	**RCI+xxxxxx.pdf** Where xxxxxx is the customer supplied RCI number

4.5. Sales Order Related Files (PO, CO, CMI, correspondence, etc.)

G:\Order-Files\ab\abc\abcde
is the base folder for Order Related Files.
Documents are stored in subfolders according to table 4.5

G:\Order-Files\ab\abc\abcde\Correspondence
is where records of correspondence to and from the customer are kept.

Table 4.5

TYPE	DOCUMENTS	Storage
PO	Customer Purchase Order	**PO+*yymmddhhmn*+*abcdx-yz*.pdf** where abcdx-yz is the customer PO number, a dash, and the change order number
CC	Certificate of Conformance	**Shipdocs\CC+*abcde*.pdf** where abcde is the CofC number (packlist id)
PL	Packlist	**Shipdocs\PL+*abcde*.pdf** where abcde is the packlist id

4.6. Inbound RFQs (from Customers)

Inbound RFQs are stored in,
G:\Inbound*yy-mm_Company*\original*Filename*
This is for temporary storage of files (mainly CAD and engineering related) that need to be processed and routed to their permanent storage locations.

End of Procedure

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