

Master Quality Documents / Records List

Document / Form Number	Quality Record Name	Rev No.	Retention Period	Location	Disposal Method	Responsible Person
	Master Quality Documents/Record List	1	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
	Management Review Meeting Minutes		3 Yr	ISO coordinator files	Delete	ISO Coordinator
DOCUMENTS (QSPs)						
	Sygnetics Quality Manual	8	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
	Document Control	2	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
	Record Control	2	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
QSP 7.1	Selection, Training, and Evaluation of Personnel	4	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
QSP 8.7	Control of Nonconforming Outputs	2	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
QSP 9.2	Internal Quality Audit	2	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
QSP 9.3	Management Review	2	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
QSP 10.2	Corrective Preventive Actions	2	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
QSWI	Instructions for Developing Documentation	Basic	Permanent*	ISO Coordinator Files	Delete	ISO Coordinator
FORMS (QSFs)						
	Quality System Revision Form		2 Yrs	ISO Coordinator Files	Delete	ISO Coordinator
	Employee Orientation Checklist		7 Yrs	Corporate Personnel Files (ISO Coordinator Elec File)	Delete	Human Resources
	Employee Training Requirement Form		7 Yrs	Corporate Personnel Files (ISO Coordinator Elec File)	Delete	Human Resources
	Employee Evaluation Form		7 Yrs	Corporate Personnel Files (ISO Coordinator Elec File)	Shred	Human Resources
	Employee Separation Checklist		7 Yrs	Corporate Personnel Files (ISO Coordinator Elec File)	Shred	Human Resources
	Job Description		7 Yrs	Corporate Personnel Files (ISO Coordinator Elec File)	Delete	Human Resources
	Internal Audit Schedule		1 Yrs	ISO Coordinator File	Delete	ISO Coordinator
	Internal Audit Summary		2 Yrs	ISO Coordinator File	Delete	ISO Coordinator
	Nonconforming Products or Services Form		7 Yrs	Project File	Delete	Program Manager
	Customer Complaint Form		7 Yrs	ISO Coordinator File	Shred	ISO Coordinator
	Customer Complaint Log		7 Yrs	ISO Coordinator File	Shred	ISO Coordinator
	Corrective Preventive (CAPA) Action Request Form		7 Yrs	ISO Coordinator Files	Shred	ISO Coordinator
	Corrective Preventive (CAPA) Action Request Log		7 Yrs	ISO Coordinator Files	Shred	ISO Coordinator

* - Life of QMS