SYGNETICS

Success Through Synergy

Record Control

Based on
ISO 9001:2015 Quality Management System

Sygnetics, Inc.
37054 Cochise
Clinton Township, MI 48036
http://www.sygnetics.com

TABLE OF CONTENTS

Revision Status

REV #	DETAILS OF CHANGE	DATE
0	Initial Release	1 Dec 2014
1	Changes were caused from Stage 1 Audit findings. Major rewrite. Refer to Stage 1 Audit Forms – 0411 dated December 22, 2014	5 Jan 2015
2	Updated to conform to 9001:2015 standard	1 Nov 2017

1 Purpose

1.1. To identify and retain quality records for a specified period.

1.2. To identify the storage of quality records that protects them from damage and facilitates retrieval through identification, collection, indexing, and disposition.

1.3. To ensure that records are legible, dated, clean, identifiable, and maintained in an orderly manner.

2 Scope

2.1. This procedure applies to all quality records for products and services and all Sygnetics personnel that use, handle, or maintain quality records related to specific contracts or to internal departmental activities.

3 Responsibilities

3.1 Quality Manager

The Quality Manager is responsible for administering the quality record control system. Responsibilities include:

- Collecting, storing, and maintaining Quality Records for the minimum retention period
- Ensuring that records specified in the Quality System as Quality Records are handled in accordance with the requirements of this document
- Ensuring that Quality Records retained are legible

3.2 Program/Project Manager

The Program Managers are responsible for the safekeeping of the quality records used in the execution of their projects, and ensuring that the employees are maintaining quality records and following this procedure.

4 Flowchart

There is no flowchart required for this document.

5 Procedure

5.1 Identification

5.1.1. All required quality records and the person(s) responsible for their control should be clearly identified in the appropriate procedures or work instructions that comprise the QMS.

5.1.2. The term quality records refer to reports, forms, correspondence, and any other documentation that affect quality.

5.2 Quality Record Review

5.2.1 When a quality record is generated, the person completing the record, or the person specified in the applicable procedure or work instruction reviews the record to ensure the following:

- the record is legible,
- the record ID number is filled in correctly,
- the record is complete
- all necessary signatures and initials are completed

5.2.2 Any discrepancies or deficiencies found are corrected by the person reviewing the record. Additionally, corrections to quality records are made prior to storage.

5.3 Accessibility

5.3.1 Quality Records will be readily accessible to individuals requiring information contained in the record. Procedures define who may access the Quality Records or through whom the Quality Records may be accessed.

5.4 Quality Record Storage

5.4.1 Quality Management System documents (procedures, manuals, lists, and forms) that are under configuration control and management of the Quality Manager will be maintained in electronic form. These will be maintained on the Sygnetics corporate web site. All Sygnetics employees may egress this location, read and print QMS documents as required. Printed copies are not controlled.

5.4.2 Some QMS records may be maintained in paper form. Containers for storing quality paper records may be folders, file cabinets, boxes, etc., that allow the record to be properly identified and to minimize deterioration, damage, or loss.

5.5 External Documentation

External documentation is defined as documents of external origin that are required in the performance of contract tasks. The Program/Project Managers will identify, define, and control the distribution of required external documentation defined as necessary for their project (i.e. project specifications, PWS, SOW, etc).

6 Quality Records

There are no quality records derived from this document.

7 Forms

There are no forms related to this document.