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AMETEK SCP, Inc.
Operating Procedure No. 13
Control of Quality Records

CONTENTS

AMENDMENT RECORD: Revision History can be found on last page of Document.

Signature:		Date:	8/28/2018
Issued by: (Process Owner)	Nicholas Poole Quality Engineer		
Signature:		Date:	8/28/2018
Approved By:	Nicholas Poole Quality Engineer		
Signature:		Date:	8/28/2018
Approved By:	Robert Atkisson: Director of Plant Operations		

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1.0 PURPOSE

1.1. The purpose of this procedure is to define and document the procedure for the identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality records.

2.0 SCOPE

2.1. The scope of this procedure governs quality records, internally generated or externally supplied, to assure compliance to the Quality Management System (QMS).

3.0 RESPONSIBILITIES

3.1. The applicable Manager is ultimately responsible for the successful operation of this procedure.

3.2. The Quality Manager is responsible for ensuring that all effected parties are aware of and understand their responsibilities as they relate to this procedure.

3.3. Employees are responsible for ensuring that quality records generated within their respective areas are identified, collected, and properly stored.

3.4. The Quality Manager is responsible for identifying and documenting the appropriate retention time for the quality records listed on the matrix herein.

3.5. Suppliers and Sub-Tier suppliers are responsible for ensuring that quality records generated within their facilities are identified, collected and properly stored.

4.0 DEFINITIONS

4.1. Quality Record - A written statement of facts pertaining to a specific event, person, process, product etc.
4.2. "Until Revised" – The previous obsolete document is discarded, unless otherwise required for customer, state, or federal regulations.
4.3. "Life Cycle" – The retention time of a record.

5.0 RELATED DOCUMENTS, FORMS, RECORDS

5.1. AMETEK Policies and Procedures Manual PP #250.35.01
5.2. There are no forms specific to this procedure.
5.3. There are no records specific to this procedure.

6.0 GENERAL

6.1. Departments involved:
- 6.1.1. Quality (Process Owner)
- 6.1.2. Engineering
- 6.1.3. Operations
- 6.1.4. Contracts
- 6.1.5. Sales

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6.1.6. HR
6.1.7. Facilities
6.1.8. Purchasing

6.2. Note: Process Owner is responsible for coordinating with all Departments involved in the successful execution of this Operating Procedure to assure that all are aware of their responsibilities and are accountable for designated assignments. The signature of the Process Owner duly reflects that all departments involved have been informed and understand their obligations and requirements identified herein.

6.3. Quality records are listed on the matrix in section 7.0 of this procedure.

6.4. Records are stored in the departments where they are generated or where their usage is relevant and are easily retrievable. The Quality Manager shall ensure that the storage for Quality records is appropriate and shall prevent damage, deterioration, or loss.

6.5. When contractually agreed, Quality records are made available for evaluation by the Customer or the Customer's representative. Records are to be produced within 36 hours upon request.

6.6. Quality records that are stored on the computer server are automatically backed-up nightly via a remote server.

6.7. Retention times for Quality records listed on the Quality Records List are minimum's. In some cases, retention times may also be listed on the document itself. Retention times may fluctuate due to customer specific requirements and pending litigation. If retention times conflict, the longer requirement shall take precedence Where applicable, documents may be scanned to the AMETEK SCP, Inc. intranet allowing paperless storage.

6.8. At the end of the life cycle of a quality record, the file may be purged, and the document shredded or electronically deleted. Hard Copy and/or Electronically stored records may be retained indefinitely. See note following 6.9 below.

6.9. Records are maintained for a minimum as listed on the Quality Records Matrix below, but the contract prevails regarding specific record maintenance, which may be longer.

Note: Recommend that prior to any program specific build records being discarded, the Customer should be contacted, and permission granted prior to deleting or destroying applicable records. Suppliers and sub-tier suppliers shall contact AMETEK SCP Quality for permission to delete or destroy records.

6.10. Customer credit card data is kept in a locked cabinet in the Accounting Department until product is shipped, at which time the data is destroyed.

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7.0 QUALITY RECORDS LIST

Document Title	Department/Location	Minimum Retention Time
Calibration Certificates	Quality/Smart Search	Life plus 1 year
Calibration Record	Quality/Smart Search/Gagepack	Life plus 1 year
Certificates - Training Attendance	Training File	Employment plus 1 year
Change Request	Document Control	1 year
Competency/Effectiveness Log	Training File	Employment plus 1 year
Corrective Action Request (CAR)	Quality > QMS Folder	10 years ❋
Customer's Documentation	Sales/Smart Search	10 years ❋
Customer P.O. (Contract)	Smart Search	10 years ❋
Customer Quote	Sales Force	10 years ❋
Deviation Form	Smart Search	10 years ❋
Diplomas	Employee Record	Employment plus 1 year
Engineering Change Order (ECO)	Document Control	Permanent
Engineering Release	Smart Search	Permanent
Inspection Record	Quality/Smart Search	10 years ❋
Internal Audit Report	Quality > QMS Folder	10 years
Mgmt Review Mtg Agenda/Minutes	Document Control	3 years
Training Records	Training File	Employment plus 1 year
Nonconformance (NCR) Report	Quality/Smart search	10 years ❋

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Document Title	Department/Location	Minimum Retention Time
Rework Routing Form	Quality/Smart Search	10 years ❋
Preventive Maintenance Forms	Human Resources	3 years
Preventive Maintenance Schedule	Human Resources	3 years
Purchase Orders	Smart Search	10 years ❋
Purchase Requisitions	Smart Search	10 years ❋
Product Quality Defect Report (PQDR)	Sales	10 years ❋
Receiving Document	Quality > IQC Folder	10 years ❋
Request For Quote	Sales	10 years ❋
Return Material Authorization	Sales	10 years ❋
Subcontractor Survey	Smart Search	10 years ❋
Test Reports	Quality/Smart Search	10 years ❋
Temperature & Humidity Log	(3) Production Areas	3 years
Initial Training record	Training File	Employment plus 1 year
Work Order Routing	Quality/Smart Search	10 years ❋
Waiver	Smart Search	10 years ❋

NOTE: The above retention times are minimum retention times. AMETEK Policies and Procedures Manual PP #250.35.01 lists maximum retention periods. Due to obligations to preserve certain documents required for SUBSAFE/Level 1 parts and related Objective Quality Evidence (OQE), AMETEK SCP may exceed the recommended retention times of PP #250.35.01.

❋ The Minimum Retention Time starts from the completion of the Contract/P.O., RMA or PQDR resolution for all items marked with an asterisk.

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AMENDMENT RECORD

Rev.	Date	Description of Change	Approval
A	5/9/00	Initial Distribution	-
B	9/11//00	Updated sec. 7.0	-
C	11/21/00	Added sec. 4.3	-
D	5/8/03	Updated procedure for ISO9001:2000 reference & QMS vs. DQS. Changed "Work Order Document Control Log" to "Sales Order Document Control Log"	-
E	8/5/03	Adjusted format	-
F	9/5/03	Added manufacturing related records	-
G	10/30/03	Added "Design Plan File" to records	-
H	5/30/07	Reviewed Document, Changed Issued By, Approved By, Date & names.	-
I*	9/11/07	Changed Name	-
J	09/03/09	Revised through process review to reflect current practice.	-
K	3/31/10	Revised section 7.0	-
L	10/01/10	Revised Quality Records List	-
M	10/18/10	Revised Paragraph 3.1, added 6.7, corrected time tables	-
N	12/30/11	Various "documents" removed from list	-
P	7/18/12	Revised 6.5, 6.6	-
R	12/14/12	Revised 6.5, 6.7 added 6.8	-
S*	11/24/14	Updated footer – owner and approver	-
T	04/17/15	Update Header and Footer, sections 6.7 and 7.0	-
U	6/1/15	Change Title to add word Quality, add Quality to sect 2.1, change 5.1 to add AMETEK document #250.35.01, added note after section 7.0	-
V	8/29/17	Changed Para 6.3 – 6.7 for formatting and clarification to storing documents indefinitely; (Approved by Corporate Legal Counsel)	-
W	6/15/18	Changed Formatting and typos (various). Para 6.9 Recommendation added to contact customer prior to discarding any build records. Para 6.1 added Process Owner to communicate changes with involved Depts. Note added for Revision Letter exception use (reference OP #4 Para 7.3.2). Added field for Approvals in Amendment Record.	RM RA
X	7/17/2018	• Added asterisks ❋ to numerous retention time periods in 7.0; • Added related ❋ note after the table; added 36-hour requirement to 6.5. • Removed NCR log; Control Doc not required; tool for tracking status of NCR's Only. • Removed RMA/PQDR Log; Control Doc not required; tool for tracking status of Customer Returns Only.	KM RM RA
Y	8/28/2018	• Added 3.5 • Added last sentences to 6.5 and 6.9 • Changed all 7 year minimum retention times to 10 years	KM NP RA

* Revision Letter Use (exception): I, S.