Type A	Type B	Type C	Type D	Type E	Type F	Type G	Type H	Type I	Type J	Type K	Type L	Type M
X	X	X	X	X	X	X	X	X	X	X	X	X

QRS-112

Management of Records

Issue Date: April 2015 **Issue:** 00

CHANGES LOG

Issue	Approval Date	Main changes	Interested Paragraphs
00	April 2015	First Issue	All

REFERENCE DOCUMENTS

Documents level	Document code (, paragraph) and title
Higher Level COS Documents	
	QRS-01 Quality Requirements For Suppliers

CONTENTS

1 Purpose

Purpose of this document is to set requirements to for the retention, storage, retrieval and disposal of records whether in hard copy, optical or electronic media.

2 Applicability

This procedure shall be applied by the Supplier with reference to those documents which are significant in order to prove the conformity of the products to the quality technical document.

3 Effective date

July 2015.

4 Ownership

AW Quality Assurance in coordination with the other relevant stakeholders is accountable for managing the process deployment, enablement and ongoing improvement.

5 Acronyms, definitions and abbreviations

DO	Design Organisation
LOP	Life Of Product
MO	Maintenance Organization
PO	Production Organization

Design Organisation
Those organisations designing products or changes to products

Maintenance Organisation
Those organisations maintaining aircraft or aircraft products

Product
It is any airframe part or equipment to be used in operating or controlling an aerospace vehicle in flight.

Production Organisation
Those organisations producing products or changes to products

Record
Document or data that finish objective evidence of activities performed or results achieve.

6 Means of Understanding

The use of ***shall***, ***should***, ***must***, ***will*** and ***may*** within this document *shall* observe the following rules:

- the word ***shall*** in the text denotes a mandatory requirement: deviations from such a requirement is not permissible without formal agreement,
- the word ***should*** in the text denotes a recommendation or advice on implementing such a requirement of the document; such recommendations or advice is expected to be followed unless good reasons are stated for not doing so,
- the word ***must*** in the text is used for legislative or regulatory requirements and *shall* be complied with,
- the word ***will*** in the text denotes a provision or service or an intention in connection with a requirement contained in this document,
- the word ***may*** in the text denotes a permissible practice or action; it does not express a requirement contained in this document.

These means of understanding are applicable in the entirety of the document.

7 Requirements

7.1 Records to be retained

Annex A identifies the following:

- Types of records to be retained;
- Example of the different documents for each type. Due to different operational system of the industry the documents and types are not exhaustive and therefore the examples given act as a guide only
- Applicability by organization (design, production, maintenance), for example an organization dedicated to the production of products should retain records identified in the Production (PO) column.

7.2 Periods of retention

In the Annex A there is a column reflecting the retention periods of time recommended for each type of record. It is important to note that the time indicated is the *minimum* required.

For **critical parts** retention time for quality records is at least the life time of the product + 5 years.

7.3 Method of retention/storage/retrieval

All forms of recording media are acceptable provided they can meet the required duration for archiving under the conditions provided, taking into account that data is readable for the period of archive, together with due provision of any technological facility required (e.g. electronic readers).

Note: electronic storage of airworthiness documentation is not acceptable

The records should be stored in a safe manned with regard to fire, flood and theft. Records should be stored according to well documented conditions ensuring that they are readily retrievable and providing for secure and controlled access.

Computer back up discs, tapes etc., in an environment that ensures they remain in good condition.

Access to archive should be controlled to prevent theft, negligence, malicious or fraudulent use of the contents or their corruption.

Removal of originals from the archive should be formally controlled.

8 Forms

N/A

9 Annexes/Supplements

Annex A – Record Retention

10 Appendixes

N/A

Annex A

Record Retention

Applicability DO	PO	MO	Type of records	Examples	Retention (years)
x	x	x	Management review reports / records	Minutes of meeting, quality improvement plans, quality policy, evaluations.	5[a]
x	x	x	Quality System documentation	Quality Manual, procedures and work instructions, quality plans, records of quality systems reporting to the management.	5[b]
x	x	x	Commercial records	Contract agreements and amendments; subcontract licenses, bid approved submissions, quotations, purchase ordered.	As per contract
				Contract review records.	5[a]
x			Design Reviews	Design baseline documents, minutes of meeting, reports.	LOP + 5
x			Design Verifications	Verification records, minutes of meeting, reports.	LOP + 5
x	x	x	Evaluation of subcontractors	Assessment reports, acceptable subcontractors qualification, performances, quality trends, verification and follow-up, historical data, purchase orders.	5[a]
	x	x	Control of customer supplied product	Discrepancy reports, re-inspection reports, re-calibration reports, sock-checks.	5[a]
	x	x	Documents which support and demonstrate continue identification and traceability of the product	Traceable parts: traceability records, storage records, identification serial or batch numbers registration, records of procurement sources, receiving inspection records.	LOP + 5
				Non traceable parts: records of procurement source receiving inspection records.	5[a]
		x	Records naming the maintenance personnel	Records naming the certified mechanic or repairman who performed or supervised the work, and the inspector of that work.	5[a]

		x	Maintenance records plus any associated data needed to ensure the continued airworthiness of the product	Repair design (technic/records), technical publications, maintenance, records, repair parts list, service bulletins, mandatory occurrence reports (e.g. alert reports), release notes repair/maintenance (e.g. EASA Form 1 or equivalent), concessions/deviation permit, release to service certificate.	LOP + 5
				Strip reports, non-conformance investigations reports (e.g. customer difficulty reports, non-conformance investigation reports, return to supplier notes, special process records, inspection records, build records, assembly/overhead and in service reports.	5[a]
x			Documents supporting the continued airworthiness of the product	Requirements specification (e.g. technical specification, customer specification), design schemes, design calculations, engineering drawings, material specifications, process specifications, design standards, repair schemes, concessions with limitations, product qualification/certification test, modification/change records, authorised signature list, type certificate, type design, airworthiness notices (e.g. ADs), compliance records, agreed certification basis, certification plan and means of compliance, certification statements.	LOP + 5
			Certification compliance documentation		
	x		Records and data generated during the production phase	Traceable parts: manufacturing records (e.g. identification sheet, work order and shop order travellers), engineering change records, as built data sheet, special processes and equipment records.	LOP + 5
				Non traceable parts: manufacturing records (e.g. work order and shop order travellers), engineering change records, status tag, as built data sheet, special processes and equipment records.	5[a]

	x	x	Inspection and test records	Traceable parts: inspection and test data sheets and records, certification records, records of first article inspection.	LOP + 5
				Non traceable parts: inspection and test data sheets and records, certification records, records of first article inspection.	5[a]
	x	x	Control of inspection, measuring and test equipment records	Equipment registration/first approval details records, calibration records, periodic recalibration records, and calibration/recalibration historical data.	5[a]
	x	x	All inspection, measurement, and test equipment records which supports conformity of a product	Calibration records, tooling periodical inspection records, certificate of standard calibration, test and measurement equipment data sheets.	5[a]
	x	x	Non-conformance records	All records such as deviation/production permit, concession waiver, quality survey reports, analysis of non-conformance data and investigation records, re-inspection notice.	LOP + 5
x	x	x	Corrective actions records	Corrective action report, investigation data and reports of the cause of the non-conformance, occurrence records of non-conformity, effectiveness of corrective actions evaluation records.	LOP + 5
x	x	x	Quality records	Those records that are required to demonstrate (objective evidence) the conformity of the quality system to the specified requirements.	See applicable record type (note §7.3)
x	x	x	Internal quality audit records	Report of quality system audit, process quality audit, product quality audit and service quality audit conducted for internal purposes.	5[a]

x	x	x	Personnel records	Recruitment records, validation of qualifications, training records, contract of employment history, job description.	3 years after termination of employment
				Inspectors' stamp records.	Period until person ceased employment or the authorisation was withdrawn + 3
x	x	x	Environmental records	Product process records, product records, review of process audits, management reviews, incidents/anomalies	5[a]
	x		Documents supporting the continued airworthiness of the product	Authorized Release Certificate (EASA form 1 or equivalent), statement of conformity.	LOP + 5

	x	x	Records of certifying staff	Records of certifying staff including details of the scope of their authorisation	Period until person ceased employment or the authorisation was withdrawn + 3
				List of certifying staff	LOP + 5

[a] starting from date of issue or record completion
[b] starting from date of cancellation/deletion/superseded