

QRS-01_Appendix 1

Record Retention Table

Issue Date: December 2018

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CHANGES LOG

Issue	Approval Date	Main changes	Interested Paragraphs
00	June 2018	First Issue	All
01	December 2018	Main title changed for editorial adjustment	Main title

Type of records	Applicable standard / regulation	Examples	Retention period (years)
Management review results	EN 9100, § 9.3.3 AQAP 2110, § 5.6.1 AER-Q-2110, § 5.6.1 ISO 14001	Minutes of meeting, quality improvements plans, quality policy, evaluations	3a
Personnel records	EN 9100, § 7.2 AQAP 2110, § 6.2.2 AER-Q-2110, § 6.2.2 AMC 1 145.A.30(e) ISO 14001	Recruitment records, validation of qualifications, training records, contract of employment history, job description, people review records	6 year after termination of employment unless differently specified by geographical requirements
		Inspector's stamp records	Period until person ceased employment or the authorisation was withdrawn + 6
	Part 147.A.110, CASR Part 147.A.110, STD 566.10 (2)(1), 14 CFR Part 142 Subpart E, CCAR-147.16, AER(EP).P-2147 §2.3, PartORA.GEN.210(d)	Instructors training records	2 years after the instructors leave their posts
Infrastructure maintenance records	EN 9100, § 7.1.3	Report of ordinary and extraordinary maintenance	Until the next equivalent report is issued
		User requests	5

Records generated during the product realization, documents supporting the conformity of the products, parts and appliances	EN 9100, § 8.1 EN 9100 § 8.5.1.2 EN 9100 § 8.5.1.3 AQAP 2110, § 7.1 AER-Q-2110, § 7.1 Part 21, § 21.A.165(d) 14 CFR 21.137(k)	Traceable parts: manufacturing records (e.g. identification sheet, work order and shop order travellers), engineering change records, as built data sheets, records of first article inspection, special processes and equipment records	LOP + 3
		Non traceable parts: manufacturing records (e.g. work order and shop order travellers), engineering change records, status tag, as built data sheets, records of first article inspection, special processes and equipment records	5a
Commercial records	EN 9100, § 8.2.3 AQAP 2110, § 7.2.2 AER-Q-2110, § 7.2.2 ISO 14001	Contract agreements and amendments; subcontract licenses. Bid approved submissions, quotations, purchase orders, proposals, contracts	As per contract + 3
		Contract review records	5a
Design and development inputs	EN 9100, § 8.3.3 AQAP 2110, § 7.3.2 AER-Q-2110, § 7.3.2	Input relating to product requirements	LOP + 3
Design and development reviews	EN 9100, § 8.3.4 AQAP 2110, § 7.3.4 AER-Q-2110, § 7.3.4	Results of the reviews and any necessary actions, minutes of meeting, reports	LOP + 3
Design and development verification	EN 9100, § 8.3.4 AQAP 2110, § 7.3.5 AER-Q-2110, § 7.3.5	Results of the verification and any necessary actions, minutes of meeting, reports	LOP + 3
Design and development validation	EN 9100, § 8.3.4 AQAP 2110, § 7.3.6 AER-Q-2110, § 7.3.6	Results of the validation and any necessary actions, minutes of meeting, reports	LOP + 3
Design and development outputs	EN 9100, § 8.3.5	Drawings, part lists, specifications; data relating to the material, process, manufacturing, assembly, handling, packaging and preservation of the product	LOP + 3

		or service; technical data and repair schemes for operating and maintaining the product	
Control of design and development changes	EN 9100, § 8.3.6 EN 9100 § 8.5.6 AQAP 2110, § 7.3.7 AER-Q-2110, § 7.3.7	Documented information on the changes, the results of reviews, the authorization of the changes, the actions taken to prevent adverse impacts	LOP + 3
Evaluations of suppliers	EN 9100, § 8.4.1 AQAP 2110, § 7.4.1 AER-Q-2110, § 7.4.1	Assessment reports, acceptable subcontractors qualification, performances, quality trends, verification and follow-up, historical data, purchase orders	5a
Validation of processes for production and service provision	EN 9100, § 8.5.1 AQAP 2110, § 7.5.2 AER-Q-2110, § 7.5.2	Special process validation, revalidation, renewal of validation reports, periodical controls, process validation statement	5b
Identification and traceability	EN 9100, § 8.5.2 AQAP 2110, § 7.5.3 AER-Q-2110, § 7.5.3 14 CFR 21.137(k)	Traceable parts: traceability records, storage records, identification serial or batch numbers registration, records of procurement sources, receiving inspection records	LOP + 3
		Non traceable parts: records of procurement sources, receiving inspection records	5a
Customer/ external providers property	EN 9100, § 8.5.3 AQAP 2110, § 7.5.4 AER-Q-2110, § 7.5.4	Records related to lost, damaged, unsuitable customer property, discrepancy reports, re-inspections reports, re-calibration reports, stock-checks	5a
Monitoring and measuring	EN 9100, § 7.1.5 AQAP 2110, § 7.6 AER-Q-2110, § 7.6 Part 145 § 145.A.40 AMC 145.A.40(b) ISO 14001	Equipment registration/first approval details records, calibration records, periodic recalibration records, calibration/recalibration historical data, tooling periodical inspection records, certificate of standards calibration, test and measurement equipment data sheets	5a
Internal audit	EN 9100, § 9.2	Reports of system audit, product quality	5a

	AQAP 2110, § 8.2.2 AER-Q-2110, § 8.2.2 ISO 14001	audit and service quality audit conducted for internal purposes, filled check list, containment/ corrective actions, preventive actions	
Monitoring, measurement, analysis, evaluation	EN 9100, § 9.1.1	Records of the results	5a
Release of products and services	EN 9100, § 8.6 EN 9100, § 8.5.1.3 AQAP 2110, § 8.2.4 AER-Q-2110, § 8.2.4	Traceable parts: inspection and test data sheets and records, certification records, records of first article inspection, Certificate of Conformity (CoC)	LOP+3
		Non traceable parts: inspection and test data sheets and records, certification records, records of first article inspection	5a

Non-conformance records	EN 9100, § 8.7, 10.2 AQAP 2110, § 8.3 AER-Q-2110, § 8.3	All records such as deviation/production permit, concession waiver, quality survey reports, analysis of non-conformance data and investigation records, re-inspection notice	LOP+3
Containment / Corrective actions	EN 9100, § 8.7, 10.2 AQAP 2110, § 8.5.2 AER-Q-2110, § 8.5.2	Corrective action reports, investigation data and reports of the cause of the non-conformance, occurrence records of nonconformity, effectiveness of the corrective action taken	LOP+3
Preventive actions	AQAP 2110, § 8.5.3 AER-Q-2110, § 8.5.3	Preventive action reports, investigation data and reports of the cause of the potential nonconformities, results of action taken, effectiveness of the preventive action taken	LOP+3
Safety records	ORA.GEN.160 ORA.GEN.200	Mandatory occurrence reports, Flight occurrence reports, Occurrence & Hazard Identification Reports, Event Risk Classification Reports, Safety Issue Risk Assessment records, Safety Audit Reports	LOP+5

Maintenance records and any associated maintenance data	AMC 145.A.42(c)(9) Part 145, § 145.A.55 AMC 145.A.55(c) GM 145.A.55(a)	Repair design (technical/records), technical publications, maintenance records, repair parts list, service bulletins, release notes repair/maintenance (e.g. EASA Form 1), release to service certificate	3 years from the date to which the work was released
		Strip reports, non-conformance investigations reports (e.g. customer difficulty reports), nonconformance investigation reports return to supplier notes, special process records, inspection records, build records, assembly/overhead and in service reports	5a
Documents supporting the continued airworthiness of the product Certification compliance documentation Design data	Part 21 § 21.A.55 Part 21 § 21.A.105	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 results, inspection records of critical parts during qualification/certification test, modification/change records, authorised signatures list, type certificate, type design, airworthiness notices (e.g. Ads), compliance record, agreed certification basis, certification plan and means of compliance, certification statements	When product type certificate has been completely and permanently withdrawn or as agreed with the relevant authority + 3
Documents supporting the conformity and continuing airworthiness of the products, parts and appliances	Part 21 § 21.A.165(d) Part 21 § 21.A.165(h) GM 21.A.165(d)(h)	Authorized Release Certificate (EASA Form 1 or equivalent), statement of conformity (EASA Form 52 or equivalent)	LOP + 3
		Data used to justify conformity of the products, parts or appliances	Issue date of the related Statement of Conformity or

			Authorised Release Certificate + 3
	14 CFR 21.137(k)	Authorized Release Certificate (8130-3), statement of conformity	LOP + 3
		Data used to justify conformity of the products, parts or appliances	Issue date of the related Statement of Conformity or Authorised Release Certificate + 5
		Data used to justify conformity of the products, parts or appliances classified critical	Issue date of the related Statement of Conformity or Authorised Release Certificate + 10
Records of certifying staff	Part 21 § AMC 21.A.145(d)(2)	Records of certifying staff including details of the scope of their authorisation	Period until person ceased employment or the authorisation was withdrawn + 2
Records of certifying staff and support staff	Part 145 § 145.A.35(j) AMC 145.A.35(j)	Records of certifying staff including details of the scope of their authorisation	Period until person ceased employment or the authorisation was withdrawn + 3

Training records	Part 147.A.125 CASR Part 147.A.125 ORA.GEN.220 AMC 1 ORA.GEN.220(b) GM 1 ORA.GEN.220(b) ORA.ATO.120 AMC1 ORA.ATO.120(a);(b) 14 CFR Part 142 Subpart E CCAR-147.18 AER(EP).P-2147 §2.6 STD 566.10 (2)(l)	Beginning and ending dates of training; the name, training hours and instructors of every training course; attendance records, test papers and records on their scores in tests; flight test records, the copy of their respective certificate	Indefinitely
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- a Starting from date of issue or record completion
- b Starting from date of cancellation/deletion/superseded/expiry