CONTROL OF QUALITY RECORDS

1.0 PURPOSE

To define the method for the identification, collection, indexing, filing, access, storage, maintenance and disposition of quality records.

2.0 SCOPE

Records used to demonstrate conformance to specified requirements and the effective operation of the quality system. This includes both records generated by Eaton and suppliers as applicable.

3.0 APPLICABLE DOCUMENTS

Eaton Record Retention Policy Manual

QP-5 Document and Data Control

4.0 GENERAL

4.1 Specific requirements for the generation of quality records are defined in the applicable procedures (e.g. Quality Control Procedure (QCP) and Standard Operating Practice (SOP) etc.).

4.2 All records must be legible, permanent, and non-erasable.

4.3 Records shall be maintained in a manner that they are readily retrievable and contained in a suitable environment to prevent damage or deterioration.

4.4 Where contractually required, records are made available for evaluation by the customer or the customer's representative for the required period.

5.0 SHORT TERM RETENTION

5.1 Users may maintain current records in their area to ensure they are readily retrievable. This retention of records is considered “short term” and is generally the current year's and the previous year's records.

5.1.1 Users are responsible for:

- generating and maintaining records prior to being sent to long term retention.
- responsible for retaining records in a manner to ensure they are readily retrievable and are protected from damage and deterioration.

- ensuring that records in short term retention are protected from loss or improper removal by limiting access to the records to personnel with a legitimate need, as determined by the user area.

5.2 Repair Station – MRO Customer Build Records are electronically scanned upon completion and are stored in a dedicated backed-up hard-drive. The Build Records (hard copy) are only maintained in secured short term storage for approximately two months and then forwarded to Long Term Retention.

6.0 LONG TERM RETENTION

6.1 The procedure for entering records into long term retention and the control of long term record retention are described in the Eaton Record Retention Policy Manual.

6.2 Retention times for specific records are defined in Table 1, unless otherwise specified quality records shall be retained for 10 years. In no case shall the retention time be less than seven years after final payment on the associated contract. In no case shall the retention time be less than the life of the engine type certificate plus two years.

6.3 Repair Station – Long-term Customer Build Records (records greater than two years old) will be kept in the secured long-term storage area.

ϕ 7.0 RECORD MANAGEMENT PLAN

Table 1 indicates types of quality records generated and/or maintained. Table 1 also identifies the function responsible for the short term storage and maintenance of the record, minimum retention period, and the indexing method utilized.

TABLE 1

TYPE OF RECORD	SHORT TERM RETENTION AREA/FUNCTION	MINIMUM RETENTION PERIOD	INDEXING METHOD
Alternative Part Marking Authorization Form	Initiating Cell	Discarded when incorporated in drawing	With part number drawing
Approved Supplier and Special Processors List	Supplier Quality	Permanent	Alphabetical by Supplier
Assembly Build Record and Acceptance Test Data	Assembly Cell files	Permanent	Model/Pump Serial Number
Calibration Mater List	Gage – GMS Instruments	Current	Gage/Instrument Number

TABLE 1

TYPE OF RECORD	SHORT TERM RETENTION AREA/FUNCTION	MINIMUM RETENTION PERIOD	INDEXING METHOD
Casting Receiving Records	Quality File	15 yrs.	Part Number
Casting – FAI	Quality File	Permanent	Part Number
Certified Operator Log Sheets	Applicable Cell Files	15 yrs.	Part Number
Characteristic Inspection Reports (CIR)	Applicable Cell Files	15 yrs.	Part Number
Contract Reviews	Program Coordinator	Active + 15 Yrs.	Customer Purchase Order
Corrective/ Preventive Action	Cell CAB Library	15 Yrs.	Corrective Action Notice Number
Customer Concessions	Quality Planning	Permanent	Customer/Chronological
Customer Supplied Material	Customer Service	15 Yrs.	Part Number/ Serial Number/ Work Order
Customer Surveys and CCR Reports	Quality Files	10 Yrs.	Chronological
Defective Measurement & Test Equipment Log and Supporting Documentation	Instrument Calibration	15 Yrs.	Chronological
Design Reviews	Engineering Dept. Files	15 Yrs.	Model Number
Engineering Design Records	Engineering Department	Permanent	Program
Engineering Orders (E.O.'s)	Engineering	15 Yrs.	Part Number/Revision Level
Engineering Test Lab – Pump Test Data	Engineering Test Lab files	Permanent	Model Number/Pump S/N #
FAA 8130-3 Airworthiness Approval Tag	Quality Office / DMIR	10 Yrs.	Chronological
First Article Inspection Records (FAI)	Quality Department	Permanent	Part Number
Furnace Logs/Charts	Gear/Shaft Cell	15 Yrs.	Chronological
Gage Calibration	GMS System	15 Yrs.	Gage Number

TABLE 1

TYPE OF RECORD	SHORT TERM RETENTION AREA/FUNCTION	MINIMUM RETENTION PERIOD	INDEXING METHOD
Gear Cell M&M Inspection Records	Receiving Inspection	15 Yrs.	Part Number with Receiver
Government Supplied Material	Lists-Property Administrator Unsuitable Property Correspondence Audits-Service Call	Lists – 15 Yrs. Audits – 15 Yrs.	Lists-Program/Contract No. Audits – Part Number
Heat Treat Equipment Qualification	Manufacturing Eng.	Life of Equipment	Equipment Number
Heat Treat Personnel Qualification	Human Resources	Active Employment or 15 Yrs.	Employee Name
Inspection Status/ Manufacturing Records	WDS Mainframe	15 Yrs.	Work Order Number
Inspection/Test Stamp Log	Manufacturing Quality	15 Yrs.	Function/ Stamp Number/ Employee
Internal Audits	Quality Office	15 Yrs.	Year / Audit Number
Internal Audit Schedule	Quality Office	Current Year & Rev.	Year/ Latest Revision
Instrument Calibration	Instrument Calibration	15 Yrs.	Instrument Number
Machining Equipment Approvals	SPC Engineers	Life of Equipment	Equipment Identification
Management Reviews	Quality Files	15 Yrs.	Chronological
Manufacturing Drawing Approvals	Manufacturing Engineering Print Room	6 Months	Part Number/Revision Level
Manufacturing Traveler	With Product (While in Production)	Discard At Completion	N/A
MRO Unit Build Records	MRO Record Storage Area	15 Yrs	By Ship Date / Serial No.
NDT Equipment Calibration	Instrument Calibration	15 Yrs.	Instrument Identification Number

NDT Inspection Logs	Housing Cell Files	15 Yrs.	Month/Part Number
NDT Material Qualification	NDT Examiner's Files	15 Yrs.	Chronological
TYPE OF RECORD	**SHORT TERM RETENTION AREA/FUNCTION**	**MINIMUM RETENTION PERIOD**	**INDEXING METHOD**
NDT Personnel Qualification	NDT Examiner's File	15 Yrs.	Employee Name
NDT Systems Evaluations	NDT Department Files	15 Yrs.	Chronological
Nonconformance Reports (NCR)	Manufacturing Quality	15 Yrs.	Year / Part Number
OEM Unit Build Records	Ship Bench	15 Yrs.	Program/ Model No./ Serial No.
Oven Probe Checks - weekly	Posted on Ovens	15 Yr.	Chronological
Personnel Qualification / Training	Human Resources	Active Employment or 15 Yrs.	Employee Name
Personnel Training	Human Resources	15 Yrs.	Employee Name
Plating Logs/Records	Plating Department	15 Yrs.	Chronological
Plating Materials Qualification	Materials Laboratories	15 Yrs.	Chronological/ S.C. Number
Plating Oven Qualification	Manufacturing Eng.	Life of Equipment	Equipment Number
Plating Personnel Qualification	Human Resources	Active Employment or 15 Yrs.	Employee Name
Preventive Action Forms	Quality Files	15 Yrs.	Chronological
Product Investigation Reports	Reliability Engineer's Files	15 Yrs.	P.I.R. Number
Product Servicing	Customer Service	15 Yrs.	Part No./Serial No./ Work Order
Purchase Orders	Purchasing Dept.	Active + 15 Yrs.	Part Number
Quality Cost Reports (MR-5)	Quality Files	15 Yrs.	Chronological
Quality Plans	Quality Files	15 Yrs.	Model Number
Rework / Salvage Logs	Applicable Cell Files	15 Yrs.	Part Number

Risk Releases	Receiving Inspection	15 Yrs.	Part Number with Receiver
RR Airworthiness Certificates	Quality Office / DMIR	Permanent	Chronological
TYPE OF RECORD	**SHORT TERM RETENTION AREA/FUNCTION**	**MINIMUM RETENTION PERIOD**	**INDEXING METHOD**
Servicing	Inglewood MRO	2 Yrs.	Part Number/Serial Number/Work Order
Six Sigma Records	Six Sigma Steering Team Files	10 Yrs.	Chronological
Software Retention	User Area	Indefinite	Part Number/ Revision Level
Solder Equipment Calibration	Instrument Calibration	15 Yrs.	Instrument Identification Number
Solder Personnel Qualification	Solder Examiner's Files	15 Yrs.	Employee Name
Source Change/Work Transfers	Quality Files	15 years	Part Number
Supplier Audits	Supplier Quality	Permanent	Alphabetical by Supplier
Supplier Engineering Design Records	Supplier Facility	Life of engine type certificate plus two years	Part / Model Number
Supplier Material Review Board (MRBA)	Supplier Quality	15 Yrs.	Year / Supplier / MRBA Number
Test Stand Qualification	Test Building- Test Stand History File	15 Yrs.	Test Stand Number
United Technologies Flight Safety, Critical Components – Adour (All Manufacturing Records)	Applicable Cell File	40 Yrs.	Part Number
Visual Acuity	Human Resources	15 Years	Employee Name

Note: For electronic records transferred from computer file, the storage media shall be capable of maintaining data integrity for the full retention period.