

**Flight Director, Inc.**  
Policy/Procedures Manual

**16.0 QUALITY RECORDS**

Appropriate records of quality data shall be maintained to provide objective evidence of product conformance and Quality System effectiveness. The following policy shall be implemented for the storage and maintenance of filing of quality records.

<u>Quality Record</u>	<u>Where kept</u>	<u>How filed</u>	<u>Responsibility</u>	<u>Retention period</u>
Purchase order	Computer	Date/No.	Salesperson	indefinite
Sales order	Computer	Date/Customer	“	“
PO Receivers(HC)	Filed/Scanned	Vendor/PO #	QA Dep	“
RO Receivers (HC)	Filed/Scanned	Vendor/RO #	QA Dep	“
CAR	Intranet	Assigned #	QA Mgr.	“
Training	Intranet	Name/Alpha	QA Mgr.	“
AVL	Airpax/Scanned	Name/Alpha	QA Mgr.	“
Forms	Intranet	Name/#	QA Mgr.	“
Job Descriptions	Intranet	by Job	QA Mgr.	“
Non-conformance Log	Airpax	Date	QA Mgr.	“
Scrap Forms	Scrap File	Date	QA Mgr.	“
Removal Tags	Filed/Scanned	AC/Alpha	QA Dep	“
Int. Audits	QA Mgr	Date	QA Mgr.	2 years
Mgt Reviews	QA Mgr	Date	QA Mgr	2 years
Policy/Procedures	Intranet	Date/Rev	QA Mgr	indefinite
External Ref.Docs	Intranet	Date/Rev	QA Mgr	“
Contracts	COO office	by Customer	COO	“
Customer PO	Shipping Files	Ship Date/SO	QA	“

In cases where multiple parts are covered by a single 8130-3, an accounting will be kept on the reverse side of the 8130-3 to track the numbers of copies made, dates copies are made, and to whom copies are sent.

The intranet files are maintained on a server which is automatically backed up every night.

Obsolete sensitive documents will be shredded to prevent misuse.

All external document referenced in the Policy/Procedure Manual are maintained on the intranet. The Aviation Suppliers Association alerts FDI to revisions to these documents (with the exception of ISO9001:2008) in the form of Member Bulletins and Updates as a service to ASA members.

For improved document retention and retrieval, a backup copy of PO and RO receiving files will be scanned in to an electronic document management system.