



SYSTEM PROCEDURE

Quality Records

REVISION: 01

PROCEDURE NO.: 2

DATE EFFECTIVE: 01/29/18

1. PURPOSE

1.1 The purpose of this procedure is to establish controls for the identification, storage, protection, retrieval, retention time and disposition of quality records.

2. SCOPE

2.1 The scope of this procedure applies to the retention of all Records that provide objective evidence of conformity to requirements and of the effective operation of the quality management system.

3. PROCEDURAL REQUIREMENTS and RESPONSIBILITIES

3.1 RESPONSIBILITY FOR RETENTION OF QUALITY RECORDS

3.1.1 As established in the applicable System Procedures, each Manager and/or other designated Function shall be responsible for retaining those Quality Records in accordance with this SP. Quality Records are those records generated in accordance with the implemented system procedures that provide evidence of conformance to requirements and ensure the effective operation of Tempco Electric Heater Corporation Quality Management System. All Managers and responsible personnel are responsible for compliance with this procedure when identifying, storing, protecting, retrieving and disposing of quality records.

3.1.2 The CFO has the primary responsibility for ensuring compliance of this procedure and to ensure the necessary resources for successful implementation are provided.

3.2 IDENTIFICATION

3.2.1 The identification of a quality record (name, number, etc.) shall be described in the procedure that generates the record.

3.2.2 Records may be indexed and/or filed either by the Purchase Order number, customer name, part number, and/or sequential number on the individual records, or by employee, or by name / title.

3.3 STORAGE, PROTECTION AND RETRIEVAL

3.3.1 The Manager and/or designated Function retaining the Quality Records shall ensure they are readily retrievable, legible, and identifiable to the applicable product, process, or function. All Quality Records shall be retained in a suitable environment that will prevent loss and minimize deterioration and/or damage of the associated data.

3.3.2 For ease of retrieval, records stored in binders, boxes, etc. must have a label/index on the outside of the box detailing the type of the record, date and the department name.

3.4 DISPOSITION

3.4.1 The Manager shall ensure that the Quality Records be purged periodically.

3.4.2 The preferred method of disposal is by discarding the documentation via the general trash collection system (garbage / waste cans), except for company sensitive and proprietary records. They shall be processed (e.g., torn, shredded, erased, etc.) to ensure that the information cannot be readily deciphered.



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4. RECORDS RETENTION

- 4.1. The format for retaining records may be in any type of media (e.g. hard copy or electronic).
- 4.2. The Forms Controls Sheet identifies all of the quality management system records defined by Tempco Electric Heater Corporation System Procedures (SPs) and provides for the form/record description, form number if applicable, controlling department/individual, retention time and indication of approval. Tempco Electric Heater Corporation Quality Records must be maintained in accordance with this System Procedure. The specified retention periods given in months or years shall be considered minimums.

5. REVISION HISTORY

REVISION LEVEL	DATE OF REVISION	SECTIONS	DESCRIPTION OF CHANGE
00	06/04/09	All	Initial release
01	01/29/18	All	Was Procedure 4.2.4

6. AUTHORIZATION

POSITION	HELD BY	AUTHORIZATION SIGNATURE OR INITIALS
Prepared By: Chief Financial Officer	Paul Wickland	
Senior Management Representative: Vice President of Operations	Abe Joseph	
Management Representative:	Abe Joseph	