

Annex C

QUALITY RECORD LIST

Record Name	Rentention Period	Storage Location	Storage Media	Index/ Order	Disposition Method	Record Keeper	Document Code (optional)
Annealing Pot Detail	1 Quarter	Lab	File Cabinet/Locker	By Name	Transfer to Archives for review	Quality Officer	ICL/APD/01: 02
Approved Supplier List	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	F-06-02: F-06-02
Buncher Process Inspection Report	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLTR04: ICLTR04
Cable Test Report	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL/TR/01: ICL/TR/01
Calibration Record List	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLCR01: ICLCR01
Daily Production planning	1 Quarter		File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLPP01: ICLPP01
DAILY PRODUCTION REPORT	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL/DPR/01: 02
DPR Braiding Machine	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL BR01: ICL BR01
DPR Buncher	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL -BN-01 ISSUE#: ICL -BN-01 ISSUE#
DPR Extruder	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box		ICL -EX-01 ISSUE NO-: ICL -EX-01 ISSUE NO-
DPR STRANDING MACHINE	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	I.C.L -ST-01: 1
DPR Wire Drawing	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	I C L /D.P.R/ WD/01: I C L /D.P.R/ WD/01
Extruder Process Inspection	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box		ICLTR05: ICLTR05

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Laboratory Analysis Report Cooper	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLTRCopper: ICLTRCopper
Laboratory Analysis Report pvc	1 Quarter		File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLTRPVC: ICLTRPVC
Non Conforming Material Report	1 Quarter		File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL-NCM-01: ICL-NCM-01
Observation sheet	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL OS 06: ICL OS 06
Purchase Order	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLPR01: ICLPR01
Purchase Requisition	1 Quarter		File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICL/PR/02: ICL/PR/02
Quality Objective Report	1 Quarter		File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLQC001: ICLQC001
Stock Register of finished Goods	1 Quarter	offic		By Name	Archive to Storage box	Sales Officer	
Stock Register of Raw material	1 Quarter		File Cabinet/Locker		Archive to Storage box	Purchase Officer	
Supplier Evaluation Form	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	F-00-06-01: F-00-06-01
Training Record Sheet	1 Quarter		File Cabinet/Locker	By Name	Archive to Storage box	Quality Officer	ICLTRS01: ICLTRS01
Wire Drawing Inspection	1 Quarter	Lab	File Cabinet/Locker	By Name	Archive to Storage box		ICL/TR/03: ICL/TR/03