

# Annex C

## QUALITY RECORD LIST

| Record Name                                | Retention Period       | Storage Location                    | Storage Media         | Index/ Order | Disposition Method | Record Keeper             | Document Code (optional)  |
|--|------------------------|-------------------------------------|-----------------------|--------------|--------------------|---------------------------|---------------------------|
| AQL 4                                      |                        | Production Shoe and Database Server | File Cabinet/Locker   | By Number    | Not Applicable     | Quality Controller        | QC-04-001:<br>QC-04-001   |
| Immediate Corrective Action Request (ICAR) | 1 Quarter              |                                     | File Cabinet/Locker   |              |                    | Management Representative | MR-04-011:<br>MR-04-011   |
| Incoming Material Inspection Report        | 1 Year                 | Store                               | File Cabinet/Locker   | By Name      | Not Applicable     | Store keeper              | PUR-04-004:<br>PUR-04-004 |
| Inspection Report Garment                  | Till the Job is Active | Production Garment                  | File Cabinet/Locker   | By Order No  | Not Applicable     | Quality Controller        | QC-04-201:<br>QC-04-201   |
| Inspection Report Shoes                    | Till the Job is Active | Production Shoes                    | File Cabinet/Locker   | By Order No  | Not Applicable     | Quality Controller        | QC-04-501:<br>QC-04-501   |
| Measurement Chart                          |                        | Production Garment                  | File Cabinet/Locker   | By Name      | Not Applicable     | Pattern Designer          | PRD-04-220:<br>PRD-04-220 |
| Trim Card Garments                         | Active Always          | Production Garment                  | File Cabinet/Locker   | By Number    | Not Applicable     | Pattern Designer          | PRD-04-201:<br>PRD-04-201 |
| Trim Card Shoes                            | Active Always          | Lyra's DB Server                    | Network Storage drive | By Name      |                    | Production Manager        | PRD-04-502:<br>PRD-04-502 |
| Upper Cutting Inspection Report            | Till the Job is Active |                                     | File Cabinet/Locker   | By Order No  | Not Applicable     | Cutting Incharge          | QC-04-502:<br>QC-04-502   |