PRODUCT INSPECTION & TEST STATUS

1. Inspection and Test Status is maintained from goods receipt and throughout production by reference to Materials Received forms, Project Summary Sheets, Quality Plans, QC Log sheets, Non‑conformance reports and applicable Quality Procedures.

Related references QM12

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| --- | --- | --- | --- |
| Record | Filed | Retention | Responsibility |
| Material Receipt Form | QC Dossier | 10 years | QC Department |
| Project Summaries | QC Dossier | 10 years | QC Department |
| Quality Plans | QC Dossier | 10 years | QC Department |
| QC Log Sheets | QC Dossier | 10 years | QC Department |
| NCR's | NCR Register | 10 years | QC Department |