



BMP-002 Control of Records

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Revision		Date	Approval
E	Update for digital file use	8/07	BD
F	Edit location certain file records	6/08	BD

Scope: This document is to define the procedure for record retention. This procedure shall define what documents are considered records, the method of storage, indexing and the retention period.

References:

- BMP-001 Control of Documents
- BMP-007 Control of Non-conforming Materials
- BMF-103 Receipt of Product

1.0 Procedure:

All documents designated for storage shall be in good condition and legible before storage. There will be three primary files for the control of records; the completed job files, the BMIserver digital files, and the Quality Management system files. Table (1) notes the specific physical documents that are considered records, the primary file they belong to and the retention period. The retention period for physical documents defined is the total time of retention. Physical files may be moved into long term storage after 2 yrs. Long term storage for physical files shall be in "bankers" type boxes with each box clearly identified in the same manner as the primary file. For example a long term box may identify job files xxxxx thru yyyy. Digital files will be house on the BMIserver mainframe and shall be periodically backed-up on an external hard drive to ensure data integrity. Digital files will be kept indefinitely, and digital backups will be kept for one calendar year. Physical files that are beyond record retention dates noted in Table (1) can be destroyed and discarded.

2.0 Completed job file

Completed job file shall have individual files that contain the following items. Each individual file shall be indexed by completion date in each respective customer's file. The following records may be contained in each file as applicable to the specific contract and BMI Quality level imposed upon the work package:

- The original Work Order
- Any in process and final inspection data
- Any certificate of conformance
- End Item data package if required
- Vendor Certificate of Conformance
- Mechanical test reports
- Dimensional inspection reports
- Chemical composition tests



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3.0 Quality Management system file

The QMS file shall contain the documents noted below. These documents will be indexed by their name/ category noted herein on an annual basis. There will be a file for year 2002, 2003... for each record named herein.

- Supplier evaluations and corrective actions
- Approved vendors list
- Outside Calibration results
- Internal Audits

4.0 Digital files

Digital files are those that are those that are housed on the BMI server. Some will be housed within the shop system database, while others will be organized in the [Quality Control] system in organized and backed-up files. These are some of the digitally stored files:

- Internal Calibration results
- NCM reports



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Table (1)

<u>Document type</u>	<u>Primary file</u>	<u>Retention period</u>
Work Order	Completed Job File	7 Yrs
End Item data package	Completed Job File	7 Yrs
Certificate of Conformance	Completed Job File	7 Yrs
NCM paper work	BMIserver	Indefinite
In- process and final inspection data	Completed Job File	7 Yrs
Copy of customer P.O.	Completed Job File	7 Yrs
Vendor Certificate of Conformance	Completed Job File	7 Yrs
Mechanical test reports	Completed Job File	7 Yrs
Dimensional inspection reports	Completed Job File	7 Yrs
Chemical composition tests	Completed Job File	7 Yrs
BMI Purchase Orders	Completed Job File	7 yrs
Management reviews	Personnel file	4 yrs
Internal Audits	QMS file	4 yrs
Internal Calibration results	BMIserver	Indefinite
Outside Calibration results	QMS file	4 yrs
Supplier evaluations and corrective actions	QMS file	4yrs