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| **ISO 9001:2015 documented information requirements** | **What is it in Our System** | **Where Retained in Our System** | **Minimum Retention Time** |
| 4.3. maintain the scope | QMS Doc | QMS Doc | dynamic |
| 5.2.2. The quality policy is available and maintained | Posted and statement in the manual |  |  |
| 6.2.1 … maintain documented information on the quality objectives | Monthly Reports; Reviewed in Management Review |  |  |
| 7.1.5.1 retain appropriate documented evidence of fitness for purpose of monitoring and measuring resources | Not Applicable |  |  |
| 7.1.5.2.a When no standard exists, the basis used for calibration or verification shall be retained as documented information. | Not Applicable |  |  |
| 7.2 retain appropriate documented information as evidence of competence | Annual Employee Evaluations (Comparing employee to Job Descriptions) | HR electronic folders by employee | Employment plus ???? |
| 8.1.e documented information to the extent necessary to have confidence that the processes have been carried out as planned and to demonstrate conformity of products and services to their requirements. | Proposal | Contracts Folder | Life of Contract plus 10 years |
| 8.2.3.2. Retain documented information, as applicable, on the results of the review or on any new requirements for the products and services | Contract sent for signing and signed contract | Contracts Folder | Life of Contract plus 10 years |
| 8.2.4. Changes to requirements for products and services are documented and relevant persons are notified | Modifications | Contracts Folder | Life of Contract plus 10 years |
| 8.3.2.j. documented information needed to demonstrate that design and development requirements have been met. | na | QMS Folder | 10 years |
| 8.3.3 documented information on design and development inputs | na | QMS Folder | 10 years |
| 8.3.4.f retain documented information of the activities controlled during design and development. | na |  |  |
| 8.3.5 retains documented information on design and development outputs | na |  |  |
| 8.3.6 retains documented information on design and development changes and the results of Design Reviews. | na |  |  |
| 8.4.1 documented information of evaluation, selection, monitoring of performance and re-evaluation of external providers and any necessary actions arising from the evaluations | Supply Request Form | Contracts Folder | Life of Contract plus 10 years |
| 8.5.1 evidence of availability of information that defines the characteristics of the products to be produced, the services to be provided, or the activities to be performed and the results to be achieved | Contract | Contracts Folder | Life of Contract plus 10 years |
| 8.5.2 When traceability is a requirement, evidence the unique identification of outputs is controlled | Contract Job Number | Contracts Folder | Life of Contract plus 10 years |
| 8.5.3 Evidence of reporting to the customer or external provider when property of the customer or external provider is lost, damaged or otherwise is unsuitable for use | Corrective Action and its supporting documentation | QMS/CAR Folder | 3 years |
| 8.5.6 retain documented information describing the results of the review of changes, the person’s authorizing the change, and any necessary actions arising from the review. | Corrective Action and its supporting documentation | QMS/CAR Folder | 3 years |
| 8.6 retain documented information on the release of products and services including evidence of conformity with acceptance criteria and traceability to the person(s) authorizing the release | Contracts, Time Sheets | Contracts Folder; Finance | Life of Contract plus 10 years |
| 8.7.2 retain documented information describing the nonconformity, the actions taken, any concessions obtained, and the authority deciding the action in respect of the nonconformity | Corrective Action and its supporting documentation | QMS/CAR Folder | 3 years |
| 9.1.1 retain appropriate documented information as evidence of the results of monitoring, measuring, analysis and evaluation | See documentation in each Process Owners keeping of their monitoring, measuring, analysis and evaluation. Also see the Monitoring and Measuring Table | QMS/CAR Folder | 3 years |
| 9.2.2 evidence of the implementation of the audit program and the audit results | Internal Audit and its supporting documentation | QMS/CAR Folder | 3 years |
| 9.3.3 evidence of the results of management review | Management Review and its supporting documentation | QMS/CAR Folder | 3 years |
| 10.2.2 retain documented information as evidence of the nature of the nonconformities and any subsequent actions taken and the results of any corrective action. | Corrective Action and its supporting documentation | QMS/CAR Folder | 3 years |