

Flight Director, Inc.
Policy/Procedures Manual

16.0 QUALITY RECORDS

Appropriate records of quality data shall be maintained to provide objective evidence of product conformance and Quality System effectiveness. The following policy shall be implemented for the storage and maintenance of filing of quality records.

<u>Quality Record</u>	<u>Retention Method</u>	<u>Retention Period</u>
Vendor Purchase Order	Quantum	Indefinite
Vendor Repair Order	Quantum	Indefinite
PO / RO Receiver Hard Copy	Warehouse Files	10 years
PO / RO Receiver Scans Prior to 10/1/2011	Laserfische*	Indefinite
PO/RO Receiver Scans After 10/1/2011	Quantum **	Indefinite
Sales Orders	Quantum	Indefinite
Customer Purchase Orders/Contracts	Quantum***	Indefinite
End Use Certificates, Export Licenses, etc.	Quantum***	Indefinite
Approved Vendor Files Prior to 10/1/2011	Laserfische	Indefinite
Approved Vendor Files After 10/1/2011	Quantum****	Indefinite
Bulk Aircraft and Engine Records	Network Drive	Indefinite
Removal Tags	Laserfische	Indefinite
CAR's, Training Records ,Forms ,Job Desc.	Intranet*****	Indefinite
External Reference Documents	Intranet*****	Indefinite
In House Scrap Forms	QA Mgr Files	Indefinite
Management Review , Internal Audits	QA Mgr Files	2 years
Policy /Procedure Manual	Intranet and Website	Indefinite

*PO/RO Receiver (quality package) scanned into LF system and indexed by PO/RO , Vendor Number , Date Received.

**PO/RO Receiver scanned and attached to Quantum Stock Line. If over 5 Stock Lines per PO/RO, the PO/RO Receiver will be attached to the Quantum PO/RO.

***Customer PO and all related documents such as Export Compliance docs will be scanned and attached to the Quantum SO.

****Vendor Approval docs will be scanned and attached to the Quantum Company Mgmt File/Global/Documents/Images. Vendor usage is controlled via the authorizations residing in the Quantum Company Mgmt Files/Global/Set Warnings/Messages.

*****FDI Intranet is an internal website at <http://mail.flightdirector.com/intranet>

Backup of Quality Records: All records stored electronically are backed up nightly and offsite storage of backup media is maintained for disaster recovery purposes.

Accountability of 8130-3 copies: When splitting an 8130-3, an account will be kept on the reverse side of the 8130-3 showing the qty shipped/copied and the customer will receive a copy stamped as Certified True Copy for the partial qty shipped.

Obsolete/Sensitive Documents: Obsolete documents will be shredded to prevent misuse.