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| 1. General  1.1 Purpose  1.2 Scope  1.3 Establishment, revision/repeal, and issuance  1.4 Definitions  2. Definitions of responsibilities for documents prepared  3. Matters to be noted  4. File management  5. Identification of old versions  6. Control of standards  7. Storage periods of standards  8. Implementation of rules and standards  8.1 Drafting  8.2 Deliberation  8.3 Establishment and issuance  8.4 Registration  8.5 Distribution  8.6 Distribution to external parties  8.7 Revision and repeal  8.8 Disposal of old versions of documents  9. Implementation of procedure manuals  9.1 Drafting  9.2 Deliberation  9.3 Establishment and issuance  9.4 Registration  9.5 Distribution  9.6 Revision and repeal  9.7 Disposal of old versions of documents  9.8 Measures to be taken following organizational changes  10. Operation of an LAS Quality Standardization Committee  11. Use of Quality Notices  11.1 Drafting and deliberation  11,2 Operational management of notices  11.3 Establishment and issuance  11.4 Distribution  11.5 Revision and invalidation  11.6 Form for notices  12. Management of other standards  13. Forms for LAS's rules/standards  14. Number management for standards  15. System for standards  16. Confirmation and recording of standards' updates  17. Control of external documents  18. Use of quality records  18.1 Procedures for preparation  18.2 Recording forms  19. Document storage period  19.1 Storage periods  19.2 Control of documents/ records  19.3 Disposal  20. Quotations from corporate manuals, etc.  21. Change of names of divisions, etc. | The purpose of these Standards is to set forth the basic matters concerning quality documents, including quality records, in accordance with the "Basic Rules for Quality Administration" (APQ-AG-001) of Panasonic Corporation's Living Appliances and Solutions Company (hereinafter referred to as "LAS") in order to implement the quality management system (hereinafter referred to as the "QMS") smoothly and adequately and improve operational efficiency.  These Standards shall be applicable to documents related to the QMS and quality records that are prepared by LAS and divisions to which LAS's quality standards apply and stipulate provisions for the establishment, revision, repeal, issuance, storage, and disposal of such documents and preparation, approval, storage, and disposal of such quality records.  In principle, these Standards shall also applicable to LAS’s international divisions.  These Standards shall be established, revised, and repealed by the Director of the LAS Quality Innovation Center, and issued by the Product Safety Administrator.  The terms used herein shall be defined as set forth below in (1) – (6). See the "Basic Rules for Quality Administration" (APQ-AG-001) for definitions of other terms.   1. "Quality plan" refers to a document that determines product quality objectives and specifies what should be done at each stage from development and mass production to service.   a) "Development plan" refers to a product realization plan for individual series or models based on a new product development flowchart as stipulated in the "Development Control Rules" (APQ-AD-001).  b) "Quality plan for mass production" refers to a process control chart that is prepared in accordance with the "Process Control Chart Preparation Standards" (APQ-BM-003). (Attachment 1)  c) "Quality plan for service" refers to a plan that is prepared in accordance with the "CS Planning Operation Standards" (APQ-BC-001).   1. "Quality business plan" refers to a quality business plan for the entire organization and a business plan on quality-related operations for each department/section that are prepared in accordance with the "Quality Business Plan Formulation Standards" (APQ-BG-002). 2. "Document Control Representative" refers to a person who is in charge of document control (head of department/section). 3. "Original copy" refers to a document to which a seal for approval or signature (including electronic signature) is affixed and that must be kept in a controlled state. 4. "Copy" refers to a duplicate of the latest version of an original copy that is distributed to each department. 5. "Quality record" refers to a record prepared to prove and demonstrate conformity to and effective application of the QMS.   See Attachments 1-1 and 1-2 for "Main quality records."  Documents that have been prepared shall be affixed with a seal or signature by one or more duly authorized persons as proof of approval in accordance with the "Basic Rules for Quality Administration" (APQ-AG-001) and "responsibilities and authorities" as stipulated in other corporate rules/standards, divisional rules/standards, and departmental/sectional procedure manuals.   1. In principle, boxes for seals shall be provided on all documents thus prepared for a seal or signature to be affixed therein, so that it may be clearly seen who has prepared, checked, and approved the documents. If, due to the nature of documents, it is deemed that "approval" is not appropriate for the context, the Document Control Representative may decide to change the wording to "Established by," "Confirmed by," "Checked by," "Decided by," etc.   [Examples]   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Approved by: | Prepared by: |  |  |  |  |  | Approved by |  | |  |  | |  | Prepared by: | | Prepared by: | Approved by: |   Boxes for seals may be arranged vertically or horizontally.  Three or more boxes for seals may be provided.   |  |  |  |  | | --- | --- | --- | --- | | Approved by: | Checked by: | Prepared by: |  | |  |  |  |   As many boxes for seals may be prepared as are necessary, and they may be arranged vertically or horizontally.  One box for a seal may suffice if the head of the department/section has prepared the document.  (2) When a "Checked by" seal is unnecessary, a diagonal line shall be drawn through the relevant box, in principle.  [Example]   |  |  |  |  | | --- | --- | --- | --- | | Prepared by: | Checked by: | Approved by: |  | |  |  |  |   (3) When the authority of the person who gives approval is transferred, such shall be made clear to the organization by issuing an "Authority Transfer Form" (Attachment 2), etc. Although there is a stipulated "Authorities Transfer Form," other forms (e.g., those for the electronic approval system) may be used, so long as all necessary information (operations whose authority is to be transferred, person approving the transfer, person to whom authority will be transferred) is recorded.  (4) If the person who approves the document affixes the document with a seal or signature, no other seals are necessary.  (5) A form of the electronic approval system (including electronic seals) is not stipulated so long as its tampering can be prevented.  The following should be taken note of when preparing documents.  (1) Do not use paper that could easily deteriorate during storage, e.g., thermal paper.  (2) When using an electronic system/medium to store documents, back up data periodically and store such data at a different place.  (3) Be sure to accurately describe responsibilities for and authorities over operations. See the “Attachments 15” for the expressions used to describe such responsibilities and authorities.  In principle, documents shall be classified into those requiring control (controlled documents) and those not requiring control, and the former shall be controlled in such a way that it may be easily identified and searched for.  (1) Paper documents shall be filed in the following manner:  a) In principle, the contents of files should be indicated on the spine.  b) The following should be described on the spine:  ① Document name (indicating which department/section controls the document)  ② Name of department/section that controls the document (Abbreviations may be used so long as they indicate which department/section controls the document.)  ③ Person in charge of storage (if necessary)  ④ Storage period (if applicable)  ⑤ File number (indicating which department/section keeps the document and where)  c) Contents, indices, etc. should be attached to files for ease of search.  (2) Electronic filing shall be conducted as follows.  a) Files shall be controlled in a way that their contents, such as document control numbers, are specified clearly.  b) The following shall be controlled.  ① Document name (indicating which department/section controls the document)  ② Name of department/section that controls the document (Abbreviations may be used so long as they indicate which department/section controls the document)  ③ Person in charge of storage (if necessary)  ④ Storage period (if applicable)  Old versions of documents that have been revised or repealed shall be identified as such and kept for a designated period.  (1) In order to prevent unintentional use, such documents shall be kept in a way that distinguishes them from the current version.  (2) Old versions of documents shall be indicated as such in an easily identifiable manner once they have become outdated.  **<Ex.>**  Old  Version  Sept.30  2015  Any method/shape may be used (within the bounds of common sense), so long as the fact that it is an "old version" and the date when it became outdated are clearly stated.  A Document Control Representative shall be appointed to control standards.  (1) Standards shall be controlled as shown in the table below.   |  |  |  | | --- | --- | --- | | Types | | Document Control Representative | | Rules/Standards | Original copies / old versions | LAS: LAS Quality Standards  Quality Standardization Committee Secretariat  Divisions: Head of Quality Section | | Copies | Head of section to which copies are distributed | | Procedures, manuals, notices  - Standards, specs, drawings  - Process control charts, operation sheets  - Guidelines, etc. | Original copies / old versions | Head of section in charge | | Copies | Head of section to which copies are distributed |   Note: Original copies duplicating the latest versions of standards shall, after distribution, be subjected to control equivalent to that of the standards themselves, i.e., replaced when they are revised and repealed when a newer version is introduced.  (2) Roles of the Document Control Representative  a) Verify whether standards are adequately controlled and used, and maintain such an adequate state.  ① Check documents periodically and keep them updated by ensuring their storage periods.  ② Prevent standards from being stained or lost and ensure easy searching.  b) Ensure that standards are put to adequate and effective use at each department/section  Standards shall be stored for the periods specified in the following table. The following periods for old version standards start from the time at which such standards are updated.   |  |  |  | | --- | --- | --- | | Types | Latest version standards (original copies / copies) | Old version standards (old original copies) | | Rules/Standards | Until revision/repeal | 5 years | | Procedure manuals | Until revision/repeal | 3 years | | Notices | 1 year | 3 years | | Drawings, technical standards, specifications (technical guides), process control charts | Until revision/repeal | 20 years | | Operation sheets, guidelines, etc. | Until revision/repeal | 5 years |   LAS's rules and standards shall be implemented as follows. Each division may decide how to implement its own rules and standards.  The person who drafts a rules/standards shall complete a "Proposal for Establishment/Revision/Repeal of Standards" (Attachment 3-1) as provided in these Standards, an "Establishment/Revision/Repeal History Table" (Attachment 11-1), or other forms that include a similar range of contents and items, and submit the same to the LAS Quality Standardization Committee (hereinafter referred to as the "Committee"), together with an original draft (a rough plan of the main text of the standard). The proposal shall indicate the departments that need to be consulted and shall be kept for the same length of time as the original copy of the standard.  LAS's rules/standards shall be deliberated on in accordance with Section 10 "Operation of an LAS Quality Standardization Committee."  Original drafts that have been adopted after deliberations may be issued with the consent of the person who establishes such standards.  (1) The person who establishes and/or issues standards shall follow Attachment 8 of the “LAS Basic Rules for Quality Administration” (APG-AG-001).  (2) The person who establishes standards shall use the "Establishment/Revision/Repeal History Table" (Attachment 11-1) to approve original drafts.  (3) The person who establishes standards shall approve revision or repeal.  (4) LAS Quality Standards that have been issued shall, in principle, be put into application without delay on or after their date of establishment, provided, however, that grace periods of two (2) months and four (4) months may be set for revision/amendment of standards at divisions in Japan and international companies, respectively. If the content of the standards requires that the commencement date of application be determined, the same shall be specified in the relevant standards.  The Committee Secretariat shall register a standard number.  (1) The Committee Secretariat shall assign control numbers to standards that it has newly received in accordance with the "LAS Quality Standards Number Assignment Standards" (Attachment 4).  (2) Following approval of establishment, revision, or repeal, the Committee Secretariat shall control all standards that have been issued in accordance with the “LAS Quality Standard System Chart” (Attachment 4) of the “Basic Rules for Quality Administration” (APQ-AG-001).  The Committee Secretariat shall distribute LAS's rules/standards in the following way.  (1) Heads of Quality and members of the Quality Standardization Committee at each division shall be notified of distribution via e-mail.  a) Notification of distribution to heads of Quality and members of the Quality Standardization Committee at Japanese divisions shall be considered notification to the entire division concerned, and the head of Quality and members of the Quality Standardization Committee at each division shall notify each functional unit within the division of the distribution. However, the Committee Secretariat may send the notification via e-mail if the names and contact information of persons to whom notification of distribution should be sent are registered with the Committee Secretariat beforehand.  Members of the Committee from directly managed functions (chiefs, Secretariats) shall also be notified of distribution, and the Secretariats of directly managed functions shall notify the relevant functional organizations of distribution as necessary.  b) Heads of Quality at parent divisions shall be basically responsible for providing notification of distribution to presidents/MDs and heads of Quality at international single-product divisions. The Committee Secretariat shall be responsible for notifying international multiproduct divisions and development companies of distribution after coordinating with the relevant parent divisions and determining notification channels.  (2) Once establishment and/or revision of standards have been approved, the Committee Secretariat shall upload them on LAS's EPOCH portal (hereinafter referred to as "LAS’s Portal") for distribution.  a) Following upload of the standards that their organizations require, the heads of each department/section shall notify those concerned within their organizations of the distribution of standards.  b) Heads and members of each department/section shall download their required standards from the "LAS Quality Standards" tab on LAS's Portal. If it is necessary to print and file copies, the heads of relevant sections shall clearly indicate each as a copy and each department/section shall keep them updated them by using registers or ledgers.  (3) Any standard for which repeal has been approved shall be deleted from the “Latest Versions” folder under the "LAS Quality Standards" tab on LAS’s Portal.  Notification of such repeal shall also be given via e-mail to the same destinations to which a notification of distribution has been sent in (1) a) above.  (4) Should it become necessary to distribute duplicated copies for purposes other than business use, for example, as a "reference" for training sessions, etc., such copies shall be properly indicated as "Reference Material."  (5) When making copies of established or revised standards for distribution within divisions, the head of the relevant section shall determine to whom they are distributed and ensure that such copies are kept updated.  In principle, LAS's rules/standards shall be distributed within LAS (directly managed companies, divisions, Japanese affiliated companies, international affiliated companies, international multiproduct companies, and LAS divisions) and relevant divisions. If, for unavoidable reasons, it has become necessary to distribute them outside of LAS, the following procedural steps shall be followed.  (1) The section seeking external distribution shall fill in the "Application for Provision of LAS Quality Standards" (Attachment 6) and submit the same to its division's head of Quality.  (2) When the division’s head of Quality deems it necessary, he/she shall approve such a request by issuing a "Permission to the Application for Distributing Quality Information Externally" form. The section that has been thus allowed to distribute such documents externally shall distribute copies of them by indicating that they are for reference purposes. If it is necessary to keep externally distributed documents updated, the section seeking external distribution shall update them accordingly.  (3) The division's head of Quality shall keep the "Application to / Permission for the Provision of LAS Quality Documents" form for ten (10) years.  (4) If LAS's directly managed departments or international multiproduct divisions seek distribution of such documents to external parties as described in (1) – (3) above, the Committee Secretariat shall serve as the division's head of Quality.  LAS's rules/standards shall be revised and/or repealed as follows.  (1) Revision/repeal shall be drafted as stipulated in "8.1 Drafting" herein.  (2) Deliberations on revision/repeal, issuance, approval, registration, and distribution shall be performed as stipulated in "8.2 Deliberation" – "8.5 Distribution of Standards."  (3) The history of revision/repeal shall be managed by using an "Establishment/Revision/Repeal History Table" (Attachment 11-1).  (4) Changes of organizations' names and revisions due to correction of simple omissions and errors may be made, so long as the details of such changes and corrections are stated in the revision history. In such cases, the Product Safety Administrator shall issue and approve such documents.  (5) URL links to the relevant documents are inserted at the time of issuing standards for reference purposes, and thus it should be checked whether or not they have been updated. URL links provided in standards may be altered without the necessity of recording such alterations in the “Establishment/Revision/Repeal History Table.”  Old versions of documents shall be disposed of in the following manner.  (1) Documents of old versions (former original copies) that have exceeded the applicable "storage period of standards" as described in Section 7 herein shall be disposed of as necessary by the Document Control Representative.  (2) Document Control Representatives of original copies shall dispose of such original copies that have thus become obsolete.  Procedure manuals shall be implemented and managed as stipulated in Clauses 9.1 – 9.8 herein in accordance with the "Standards Establishment/Revision/Repeal Flowchart" (Attachment 7-2) or any other flowchart for establishment, revision/repeal, and management that a division might have.  Procedure manuals shall be drafted in the following manner:  (1) A person drafting a procedure manual shall fill out the "Proposal for Establishment/Revision/Repeal of Standards" (Attachment 3-1) form and submit the same together with the original plan to the heads of departments/sections. Notwithstanding the foregoing, this process may be omitted at the discretion of such heads of departments/sections.  (2) Due attention shall be paid to prevent conflicts with LAS's Quality Standards and divisions' individual standards.  Procedure manuals shall be deliberated on when the heads of departments/sections deem it necessary to do so.  Procedure manuals may be established and issued with approval from the heads of departments/sections.  (1) Persons who establish and issue procedure manuals   |  |  |  | | --- | --- | --- | | Types | Established by | Promulgated by | | Departmental procedure manuals | Heads of relevant departments | Heads of sections | | Sectional procedure manuals | Heads of relevant sections | Heads of operational teams |   (2) For approval of establishment, the "Establishment/Revision/Repeal History Table" (Attachment 11-1) shall be used.  Relevant departments shall manage the registration data of procedure manuals.  (1) Heads of relevant sections shall assign control numbers to procedure manuals that they issue in the manner specified by their division.  If no such provision is available at divisions, etc., control numbers shall be assigned in accordance with the "LAS Quality Standards Number Assignment Standards" (Attachment 4).  (2) Procedure manuals thus established shall be managed using control books provided by each department/section.  Control numbers, names of procedure manuals, version numbers, dates of establishment, and revision history shall be included in control books.  When necessary, heads of responsible sections shall distribute procedure manuals to relevant sections without delay.  Procedure manuals shall be revised and/or repealed as follows.  (1) Revision/repeal shall be drafted as stipulated in "9.1 Drafting" herein.  (2) Deliberations, issuance, approval, registration, and distribution shall be carried out as stipulated in "9.2 Deliberation" – "9.5 Distribution" herein.  (3) History of revision/repeal shall be managed by using an "Establishment/Revision/Repeal History Table" (Attachment 11-1).  Old versions of documents shall be disposed of in the following manner:  (1) Old versions of documents that have been kept for the required period and have passed the applicable "storage period of standards" shall be disposed of without delay.  (2) When an organization is dissolved, the section that takes over operations of the dissolving organization shall manage old versions of documents. If no section takes over such operations, the relevant division’s Quality section shall take over the job of storing/managing such documents.  When a new organization has been established or when departments, sections, and/or their scope of duties have been changed, corresponding procedure manuals shall be promptly revised (partial addition/deletion), and such revisions shall be made thoroughly known to the relevant department/sections.  (1) When duties have been taken over from other sections, descriptions in procedure manuals that have been taken over and actual duties/organizations shall be compared.  (2) When it is necessary to revise procedure manuals, their control numbers shall also be revised.  The Quality Standardization Committee, which has been established for the purposes of drawing up and deliberating on LAS's quality standards, shall be operated in accordance with the “Quality Standardization Committee Operation Standards” (APQ-BG-016).  Should emergency action become necessary, Quality Notices may be issued in order to communicate guidelines, reporting rules, arrangements, establishment/revision/repeal of standards, and other matters that must be thoroughly made known. Notices other than Quality Notices or divisional Notices may also be issued in the same manner, or their use may be stipulated in the standards of each function and division.  Notices shall be drafted and deliberated upon in the following manner:  (1) Persons who have prepared/drafted notices shall briefly indicate the following in the draft for deliberation on establishment.  a) Notice number  b) Date of issuance  c) Sender and receiver of notice  d) Sending/issuing party or sender/issuer  e) Type of notice (Quality Notice), title  f) Purpose, overview  g) Contents of main text / requests  h) Attachments, due dates, procedures (if necessary)  i) Contact information and where submissions should be made  j) Distribution method and who the notice will be distributed to  (2) The section responsible for Quality Administration at the LAS Quality Innovation Center shall acquire serial numbers for LAS Quality Notices for each fiscal year and manage them in accordance with the "Notice Control Numbers" (Attachment 8) (or the numbers assigned by the responsible section).  (3) A responsible section of each function shall assign serial numbers to notices other than LAS Quality Notices, and the Quality section of a relevant division shall assign them to notices other than divisional Quality Notices. (Such numbers may be assigned as set forth in Attachment 8 or arbitrarily by the relevant division.)  Notices shall be operationally managed in the following way:  (1) Quality Notices concerning rules for standards shall have the same effect as establishment of standards.  Accordingly, the person responsible for establishment/issuance of notices shall be held responsible for the contents of those notices.  (2) Notices shall remain effective for up to one (1) year, within which period relevant standards shall be revised in accordance with Quality Notices concerning the operational rules of standards.  Effectiveness of other notices, etc. for which applicable periods and expiration periods are not specified shall be reviewed every year.  Depending on their recipients, notices shall be established and issued by the following persons:   |  |  |  |  | | --- | --- | --- | --- | |  | Sent to: | Established/issued by: | Original copy kept by: | | Common to LAS | Directors, division directors, heads of int'l companies | (Center) directors in charge of LAS's functions | Drafters of notices | | Heads of each function | (Center) directors in charge of LAS's functions | Drafters of notices | | Divisions | Heads of int'l companies  Heads of each function | Heads of each function at divisions | Drafters of notices |   Notices shall be distributed as follows by the persons who have drafted them.  (1) LAS Quality Notices  a) Persons who have drafted LAS Quality Notices shall notify those who will receive them via e-mail.  b) In principle, the head of each parent division's Quality department shall send notification of and distribute LAS Quality Notices to presidents/MDs and heads of Quality departments at international single-product divisions. Persons who have established/issued LAS Quality Notices shall distribute them to international multiproduct divisions and development companies as stipulated in the "Affiliated Companies in Japan and International Companies under LAS’s Umbrella” (Attachment 3) of the “Basic Rules for Quality Administration” (APQ-AG-001).  c) Quality Notices shall be uploaded under "LAS Quality Sub-Page (Theme) > Standards/Guidelines > Quality Notices" on LAS's Portal.  (2) Divisional Quality Notices  a) Persons who have drafted divisional Quality Notices shall notify those who will receive them via e-mail.  b) Notification shall be made on the "Quality Notices" page of the division's document control system.  (3) Notices other than LAS Quality Notices  Functions that have issued such notices shall distribute them in the same manner as LAS Quality Notices.  Notices may be revised and invalidated as follows:  (1) When it becomes necessary to revise notices, including extending effective terms, such revisions shall be made in accordance with the procedures for drafting, establishment, issuance, registration, and distribution.  (2) When it becomes necessary to invalidate notices before the end of their effective period, a notice of invalidation shall be distributed in accordance with the procedures for distribution.  No particular form shall be specified for notices (see Attachment 10 for an example notice).  Specifications, drawings, technical standards, process control charts, operation sheets, guidelines, and other standards (hereinafter collectively referred to as "Other Standards") shall be established, revised, and repealed in accordance with the standards and divisional standards that stipulate them.  Forms for LAS's rules/standards shall conform to the following criteria.  (1) Paper/sizes  Proposal: “Proposal for Establishment/Revision/Repeal of Standards" (Attachment 3-1)  Cover: "Establishment/Revision/Repeal History Table" (Attachment 11-1).  Text: "Basic Form for Standards" (Attachment 12-1)  When attaching tables or charts to the text, A4-size paper shall be used in principle. Papers of other sizes shall be folded to fit A4 size.  (2) Layout and matters to be described on the paper  a) How to fill out the "Proposal for Establishment/Revision/Repeal of Standards" (Attachment 3-2)  b) How to fill out the "Establishment/Revision/Repeal History Table" (Attachment 11-2)  c) How to fill out the “Basic Form for LAS Standards" (Attachments 12-2 and 12-3)  d) Basic matters to be described in standards  - Purpose(s): The purpose(s) set forth in rules/standards that are established in accordance with superordinate rules/standards applicable to LAS  - Scope: Application scope of rules/standards that are established  - Establishment/issuance/revision/repeal: Clearly indicate matters concerning establishment, revision, repeal, and issuance of standards that are established  - Definitions: Give descriptions when terms that are not used in superordinate rules need to be defined  Main text  i) Main text: Assign numbers and bullet points to each item as much as possible. When there are many items, branch numbers may be assigned to articles and headings.  ii) Workflow: Describe the operational workflow  iii) Quotations from rules/standards: Methods for specifying quotations shall be unified, e.g., putting names of rules/standards and attachments in quotations marks and control numbers and attachment numbers in parentheses.  Attachments may be directly attached to the text or prepared in a separate file and/or using different software; however, each attachment must be assigned a page number that includes the total number of pages (Page: X/Y), so that the number of pages may be managed when revising or repealing rules/standards.  - Others  i) Related standards: List as necessary  ii) Quoted documents: List as necessary  iii) Date of implementation: Describe if different from the date of establishment  iv) Others  If there are a large number of articles and headings in the text, articles for "Purpose" through "Definitions" may be combined together as "General." See how to fill out the “Basic Form of LAS Standards" (Attachments 12-2 and 12-3) for details.  In principle, forms that are used as attachments and quality records for standards shall be managed by indicating control numbers, version numbers, or attachment numbers that are assigned in accordance with the standards' numbering rules.  (1) Control numbers and version numbers shall be indicated in a blank space of the form.  [Ex. Bottom left]   |  | | --- | | APG-AG-001(1) (Attachment 00) |   Form  (2) Particular locations for describing (inserting) control numbers and version numbers shall not be specified.  (3) Regardless of whether any change has been made to attachments and quality records, when version numbers of rules/standards have changed, their control numbers shall be renewed to keep the documents updated.  The system of standards shall be prepared in accordance with the "LAS Basic Rules for Quality Administration" (APQ-AG-001).  The Committee Secretariat shall confirm at least once annually that LAS's quality standards are kept updated and record its findings. Among the standards, updates of "rules and standards" shall be confirmed by using an "LAS/Division Quality Standard Latest Version Confirmation Record Sheet" (Attachment 13) herein.  Items for confirmation on the "LAS/Division Quality Standard Latest Version Confirmation Record Sheet" (Attachment 13) herein shall be checked to verify that divisions' individual standards are kept updated. Each division may decide ways to conduct such checks.  Each department/section shall specify control books and methods for storage and control of external documents and documents that are prepared outside of the company (by suppliers, *kyōei* companies, customers, etc.) and have been deemed necessary by relevant departments/sections.  When asked by external parties to consult about or acknowledge that there is no disagreement with or objection to the contents of documents (ex. meeting minutes, reports, action reports), a "checked" seal shall be affixed, whereas when the validity of documents (ex. delivery specifications, drawings, process control charts) has been verified, a "confirmation" seal shall be affixed for approval.  In order to ensure that the QMS functions efficiently, a system for using quality records shall be properly created as part of daily quality assurance activities.  Quality records shall be prepared through the procedures below.  (1) The following shall be included in quality records.  a) Names of quality records  b) Dates of preparation, establishment, and recording  c) Technical standards, rules, and results  d) Records of confirmation by persons who keep records and affix seals for checking  (2) Quality records shall be prepared and checked as follows.  a) Quality records may be made electronically, but measures must be taken to prevent falsification of records.  b) When there is nothing to enter in boxes on quality records, the boxes should be filed with a forward slash (/) or em dash (-).  c) Persons in superordinate positions in each management unit shall check quality records. Any separate provisions shall be followed.  The following forms and control methods shall be used for quality records.  In principle, forms that are specified in rules, standards, procedure manuals, etc. shall be used. Routine quality records shall be managed by using specified forms.  Each division may use its own form (that may be designated differently) so long as it covers everything that needs to be recorded.  Standards shall be stored for the periods specified in "7. Storage period of standards."  Other quality documents/records shall be stored for the following periods.  20 years or longer:   |  |  | | --- | --- | | Type | Example quality documents/records | | Design | Technical/legal compliance check records, product safety test check results, product reliability test check results, new materials acceptance evaluation check results, packaging test check results, AQ0 decision sheets | | Quality control | AQ2 decision sheets, critical quality issue reports | | Production | Production output, AQ1 decision sheets |   10 years or longer:   |  |  | | --- | --- | | Type | Example quality documents/records | | Design | New product test check results, new parts/components evaluation test check results | | Inspection | Inspection records | | Procurement | Basic purchase agreements, applications for approval of business commencement | | Product chemical substance mgt. | Product chemical substance inspection records | | Product evaluation | Product evaluation reports |   5 years or longer:   |  |  | | --- | --- | | Type | Example quality documents/records | | Procurement | Old basic purchase agreements | | Planning and design | Evidence providing rational grounds for the indications |   3 years or longer:   |  | | --- | | Example quality documents/records | | Evaluation test plans, internal audit records, supplier audit records, process check sheets, repair records, quality abnormality reports, corrective action reports, meeting minutes |   To be kept until retirement:   |  | | --- | | Example quality documents/records | | Training records of individuals shall be kept until their retirement. |   Documents/records other than those listed above   |  | | --- | | - The minimum storage period for documents/records concerning product safety shall be ten (10) years or longer.  Each division may use its own discretion to determine necessary storage periods in its rules by taking into consideration how its products are used under current social conditions.  - Documents/records for which storage periods are not specified in individual rules, standards, or procedure manuals shall be kept for three (3) years or longer. |   (1) Storage periods shall commences on the day when records are prepared, except for those of records concerning product development and external business, which shall commence on the day when production is discontinued and the day when business is terminated, respectively.  (2) The storage period for quality documents/records whose preparation is required by domestic and/or foreign law shall not be shorter than is required by such laws.  (3) When the storage period for quality documents/records has been determined at the customer's request, the storage period shall be that agreed upon with the customer.  The general rules for control of quality documents/records shall be as follows:  (1) Original copies of quality documents/records shall be kept by the department/section that has prepared and issued them.  (2) The methods/places for storing quality documents/records shall be easily accessible and confirmable.  (3) Heads of each department/section shall be responsible for control of their own quality documents/records.  (4) When placing quality documents/records under management by an electronic system/medium, backup copies shall be made periodically, kept in a separate place, and placed under management in accordance with the "Information Security Basic Policy" (latest version).  "Information Security Basic Policy": See the website for corporate rules.  (5) In ISO 9001:2015, quality documents/records are referred to as “documented information,” but either expression may be used in LAS’s quality standards (see Attachment 16).  Quality documents/records for which the storage period has expired shall be disposed of without delay in accordance with the procedures for information security. When it has become necessary to extend the storage period, the head of the storage department shall decide on such period extension and control methods.  When quotes are incorporated from corporate rules, manuals, books, etc., in LAS's quality standards, the following shall be followed in order to keep them updated.  (1) The relevant Uniform Resource Locator (URL) of the source should be included in the area where a quote is used.  (2) Hyperlinks to URLs should be included as much as possible for ease of use.  (3) The responsible departments of each division shall store the latest version and keep it available when needed.  Any changes in names of organizations due to business alignment, organizational changes, or other reasons shall be reflected herein.  Business units, divisions, and overseas companies shall be read as “divisions,” groups and departments as “departments,” and teams and sections as “sections.” | 4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4  4 |