GE Oil & Gas Drilling & Production - Venezuela
Sistema de Gestión de Calidad

Hoja Maestra de Control de Registros (Ref. MQSP-4.2.4)

Tipo de Registro	Originados por:	Area de aplicación	Método y Área de Retención	Observaciones

Quality Management System. Quality Record Map						
						QF-MAR-4.5-001
Record Type (Category/Description)	Examples Where Applicable	Minimum Retention Period	Standard Retention Method and Area	Record Owner (Content)	Record Owner (Protection)	Record Retention Start Date
Quality Manual Approvals	O&G and NP Quality Manuals	5 years or life of the document which ever is longer	Electronic: Documentum Paper: QMS archive Florence	QMS Leader TMS/DTS QMS Leader	Electronic: Documentum Paper: QMS Leader TMS/DTS QMS Leader	Release Date
QMS Procedure Approvals	All O&G and NP procedures	5 years or life of the document which ever is longer	Electronic: Documentum Paper: QMS archive Florence	QMS Leader	Electronic: Documentum and Support Central Technical Support Paper: QMS Leader TMS/DTS QMS Leader	Release Date
COQ Reports	NA	5 Years	Support central	Quality Leader	Support Central Technical Support	Release Date
Quality Plans	Legacy	5 Years	Electronic: Priority server (TNWP02571.psamer.ps.ge.com)	Quality Leader	GE Folder Technical Support	Release Date
External Register Certificate	External Audits	5 years after contract ceasing date	Paper QMS Archive Maracaibo Electronic: Local Server	QMS Leader	Paper QMS Archive Maracaibo Electronic: Documentum Technical Support	Release Date
External Certification audit results	External Audits	5 years after contract ceasing date	Electronic: Local Server Gensuite Support central	QMS Leader	Gensuite and Support Central Technical Support	Release Date
Quality objectives	NA	5 Years	GE Folder, Documentum Electronic: Local Server	Quality Leader	GE Folder and Documentum Technical Support	Release Date
Customer Claim Records	Solution acceptance by Customer	5 Years	Electronic: ECCR Paper: Quality Leader	Quality Leader	Electronic: ECCR	Release Date
5.6.1 Quality Management Reviews	Meeting minutes, Presentation materials	5 Years	GE Folder, Documentum Paper: Quality Leader Electronic: Local server	Quality Leader	GE Folder and Documentum Technical Support	Review Date
6.2.2 Training plan	NA	5 Years	GE Learning System Paper: HR Leader	HR Manager Training Owner	GE Learning System Technical Support Paper: Training Owner GE Folder Technical Support	Release Date
6.2.2 Education, training, skill and experience records	NA	5 Years	Electronic: GE Learning/EMS Paper: HR archive	HR Manager Training Owner	GE Learning System Technical Support Paper: Training Owner	Training Record or first EMS creation
7.1 Records of meeting requirements of product realization process	NA	5 Years	Electronic: Local Server, outlook server Paper: Quality, Commops, planning, assembly & warehouse archives	Quality & functional leaders	GE Folder Technical Support	Review/Release Date
7.2.2 Product review and review actions	NA	5 Years	Electronic: Local server & outlook server paper: commops archive	Commops Leader	GE IT Technical Support	Review Date
7.3.2 Product requirement inputs	NA	5 Years	Electronic: Epims Paper: Engineering Ecatepec	Function/Site/	GE IT Technical Support	Review/Release/ Issuance Date
7.4.1 Supplier evaluations and actions 5.6 API Purchasing 7.4.3 Verification of	NA	5 Years	Electronic: Local server, priority server (TNWP02571.psamer.ps.ge.com) & outlook server Paper: Quality Leader & Sourcing	Quality Leader Sourcing Leader	GE IT Technical Support	Evaluation Date Verification Date
7.5.3 Identification and traceability of product	NA	5 Years	Electronic: Local server, priority server (TNWP02571.psamer.ps.ge.com) Paper: Quality Leader	Quality Leader	GE IT Technical Support	Record/ Issuance Date
7.6 Calibration and verification of monitoring and measuring equipment	NA	5 Years	Electronic: Local Server Paper: Quality lab	Quality Leader	GE IT Technical Support	Record/ Issuance Date
7.6 Validity of prior measurements from nonconforming equipment	NA	5 Years	Electronic: Local Server Paper: Quality lab	Quality Leader	GE IT Technical Support	Record Date
8.2.2 Audit programme and plans	NA	5 Years	Documentum GenSuite Compliance Calendar	Quality Leader	Documentum GenSuite and support central Technical Support	Programme Approval Date and Audit Completion date
8.2.2 Audit results, reports, logs	Check lists, reports	5 Years	Support Central: GenSuite Compliance Calendar	Quality Leader	GenSuite and support central Technical Support	Audit Completion date
8.2.2 Audit Findings observations	NA	5 Years	GenSuite – Action Tracking System and Continuous Improvement	Quality Leader	GenSuite and support central Technical Support	Finding Verification Date or Closure Date if verification not required
8.2.2 Auditor Training Records from Internal Courses	N/A	As long as auditor is actively auditing within GE plus 5 Years	Electronic: Local server Paper: HR archive	HR Manager	GE Learning System & record management system	Training Date
8.2.2 Auditor Training Records from External Courses	Submitted for Approval at http://supportcentral.ge.com/products/sup_products.asp?prod_id=31635 under Training	As long as auditor is actively auditing within GE plus 5 Years	Electronic: Local server Paper: HR archive	Quality Leader	GE Learning System & record management system	Submission Date
8.2.4 Persons authorized to release product	NA	5 Years	Electronic: Local server Quality archive	Quality Leader	Local server	Product Release Date
8.3 Product nonconformity, actions taken and Customer notification	NA	5 Years	Gensuite, CCR, GRR	Quality Leader	GE Folder CCR, GRR Technical	Record Date
8.5.2 RCA/NCA & CA	Deep dive reports	5 Years	Gensuite CI	Quality Leader	GE Folder, Gensuite CI,Technical Support,	Release Date
8.5.3 RCA/NCA & PA	Deep dive reports	5 Years	Gensuite CI	Quality Leader	GE Folder, Gensuite CI, Technical Support,	Release Date