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DEPARTMENT OF SCIENCE AND TECHNOLOGY
DOST Regional Office No. IX

MASTER LIST OF QUALITY RECORDS

DOCUMENT CODE

DC 06-FASS-PUR-001

REVISION NUMBER

2

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1 of 1

EFFECTIVITY DATE

01 July 2023

QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-PUR-001	Master list of Quality Record	FASS-PUR-MFH #01	PUR	3 years
QR-PUR-002	Supplier Performance Rating	FASS-PUR-MFH #01	PUR	2 years
QR-PUR-002	Supplier Evaluation Sheet	FASS-PUR-MFH #01	PUR	1 year
QR-PUR-003	BAC Resolution	<i>Fileserver:</i> <i>FS/FASS/Procurement/Procurement Doc</i>	PUR	<i>Permanent</i>
QR-PUR-004	List of Accredited Suppliers	FASS-PUR-MFH #01	PUR	1 year
QR-PUR-005	P.O./IA.R/A.O.B/P.R	<i>Fileserver:</i> <i>FS/FASS/Procurement/Procurement Doc</i>	PUR	<i>Permanent</i>
QR-PUR-006	Job Order	<i>Fileserver:</i> <i>FS/FASS/Procurement/Procurement Doc/JO</i>	PUR	<i>Permanent</i>
QR-PUR-008	Supplier Information Sheet	FASS-PUR-MFH #03-05	PUR	1 year
QR-PUR-009	Special Order	FASS-PUR-MFH #01	PUR	Permanent

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