



	<p align="center">DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX</p>	DOCUMENT CODE	DC 06-FASS-MAIN-001
	<p align="center">MASTER LIST OF QUALITY RECORDS</p>	REVISION NUMBER	2
		PAGE NUMBER	1 of 1
		EFFECTIVITY DATE	01 July 2023

QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-FASS-MAIN-001	Equipment Maintenance Schedule	FASS-MAIN-FC-D1	JMMM/ADM	3 years
QR-FASS-MAIN-002	Equipment Maintenance Record	FASS-MAIN-FC-D1 FASS-MAIN-FC-D2	JMMM/ADM	To be discarded only when equipment is declared unusable.
QR-FASS-MAIN-003	Request for Maintenance	FASS-MAIN-FC-D1	JMMM/ADM	3 years
QR-FASS-MAIN-004	Logbooks	FASS-MAIN-FC-D1	JMMM/ADM	10 years
QR-FASS-MAIN-005	Equipment Data Record	FASS-MAIN-FC-D1	JMMM/ADM	To be discarded only when equipment is declared unusable
QR-FASS-MAIN-006	Equipment Monitoring Sheet	FASS-MAIN-FC-D1	JMMM/ADM	3 years
QR-FASS-MAIN-007	Customer Satisfaction Feedback	FASS-MAIN-FC-D1	JMMM/ADM	3 years
QR-FASS-MAIN-008	Master List of Equipment	FASS-MAIN-FC-D1	JMMM/ADM	continuing

<p>Prepared by:</p> <p align="center">  Equipment Maintenance Manager </p>	<p>Approved by:</p> <p align="center">  Quality Management Representative </p>
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