DC F06 Revision: 0 07-01-2023



DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX

DC 06-QMR-001 REVISION NUMBER 1 PAGE NUMBER 1 of 1 EFFECTIVITY DATE 01 July 2023

MASTER LIST OF QUALITY RECORDS

QUALITY RECORD CODE	DESCRIPTION OF RECORD	LOCATION	RESPONSIBLE PERSON	RETENTION PERIOD
QR-QMR-01	QMS-Related Office Memoranda	TS-SS- MR -02	QMR	3 years
QR-QMR-02	QMS-Related Office Special Orders	TS-SS- MR -02	QMR	3 years
QR-QMR-03	Minutes of Management Review Meetings	TS-SS- MR -02	QMR	3 years
QR-QMR-04	Customer Satisfaction Feedback Form Files	TS-SS- MR -03	QMR	3 years
QR-QMR-10	DOST IX Activity Monitoring Records	TS-SS- MR -03	QMR	3 years
QR-QMR-11	Customer Satisfaction Feedback Summary	TS-SS- MR -03	QMR	3 years

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