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ARAB ENGINEERING BUREAU

## 5 QUALITY RECORDS

### 5.1 INTRODUCTION

#### 5.1.1 General

- 1 The Contractor shall establish and maintain documented procedures for identification, collection, indexing, access, filing, storage, maintenance and disposition of quality records.
- 2 The Contractor shall supplement these quality records as necessary to monitor quality throughout the Contract period.
- 3 Quality records shall be maintained to demonstrate conformance of materials and equipment to specified technical requirements and the effective operation of the quality system.
- 4 All quality records shall be legible and shall be stored and retained in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration and to prevent loss.
- 5 As a minimum, the quality record for any particular item shall include:
  - (a) name of item
  - (b) item number
  - (c) item description
  - (d) suppliers name
  - (e) serial number or other identification (where applicable)
  - (f) Specification reference (where applicable)
  - (g) verification of receipt of all required supporting documentation
  - (h) quantity of items
  - (i) location and installation of item
  - (j) inspection/test procedure reference
  - (k) non-conformance number (if applicable)
  - (l) Observations / comments.
  - (m) Signatures of responsible person
- 6 Quality records shall be resubmitted with the relevant inspection request for approval of the Engineer where applicable.

END OF PART