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ARAB ENGINEERING BUR

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