**List of Records to be maintained: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record No.** | **Record Title** | **Hard/Soft form** | **Retention Period** | **Responsibility** |
| VL/IMS/BE/P/01/R/01 | Master List of Records | Soft | 3 years |  |
| VL/IMS/BE/P/01/R/01 | Internal Customer Feedback | Soft | 3 years |  |
| VL/IMS/MR/P/23/R/02 | Minutes of Management Review meeting | Soft | 3 years |  |

|  |  |  |
| --- | --- | --- |
| **Prepared By:**  IMS Incharge -Senior Officer | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head - Mechanical |
| **Signature:** | **Signature:** | **Signature:** |
| **Review Date:** 12.12.2022 | **Review Date:** 12.12.2022 | **Review Date:** 12.12.2022 |