

Pre Test

(Interim Requirements for Quality Records Training)

**Remember: For multiple choice questions, there may be multiple selections to answer the question correctly.**

1. When should you begin using the training covered in this course?
  - A. Immediately after this training is completed
  - ☒ B. When you have been trained on and requested to implement PPIF's that generate Quality Records.
  - C. none of the above.
  
2. Quality Records are?
  - ☒ A. The historical proof that demonstrate the execution of activities typically described by Quality System documents.
  - B. All Philip Morris records generated after the implementation of the Quality System.
  
3. When creating a Quality Record you must comply with:
  - A. The training described in this course.
  - ☒ B. All instructions, procedures, and training requirements associated with the record.
  - C. All of the above
  
4. True or False
  - A. If no information is required in a particular space on a Quality System form, you may leave it blank. *True*
  
5. When creating a Quality Record you may use which of the following:
  - ☒ A. Ink
  - B. Pencil
  - C. Permanent Marker
  - D. None of the above
  
6. True or False
  - A. When correcting a Quality Record you may erase the incorrect information and write the correct information on the record. *FALSE*
  
7. True or False
  - A. The only way to correct an electronic Quality Record is to document the appropriate information about the correction in a log, sign and date the log entry, and make the correction in the electronic system *FALSE*
  
8. Quality Records may be filed:
  - A. In a department central file area
  - ☒ B. At individual desks
  - C. Only with Records Management personnel

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