AEROSPACE PROCEDURE
FOR
CONTROL OF QUALITY RECORDS

1.0 PURPOSE

This document defines the requirements for maintaining records that provide both evidence of conformity to requirements, maintain compliance to AS9100 and Kavlico Quality Management System AQMSM1001 and the effective operation of Kavlico's Quality Management System (QMS).

2.0 SCOPE

This document applies to both physical and electronic records, which demonstrate conformance to the specified requirements and the effectiveness of the QMS. This includes records pertaining to suppliers.

3.0 REFERENCE DOCUMENTS

AS9100	Quality Management Systems, Aerospace
AQMSM1001	Quality Management System Manual
AP0402	Quality System documentation
AP0405	Document Control
AP0406	Supply Chain Management

All Operational Procedures and Work Instructions that require establishment of records.

4.0 DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION

Quality Assurance: It is the responsibility of Quality Assurance to ensure that an adequate and effective system exists throughout the organization for establishing and maintaining records that adequately document the operation of the QMS.

Management and Supervisors: It is the responsibility of management and supervisors to maintain records in accordance with established policy as described herein. Management and supervisors are responsible to periodically review this document and notify Quality of any changes to record keeping requirements defined within Appendix A.

Document Control: It is the responsibility of Document Control to maintain a system to archive and control applicable records in accordance with the document control procedure AP0405.

5.0 PROCEDURE

5.1   Records identified herein are identified and maintained as a minimum in accordance with mandated sections of the AS9100 standard.

5.2   Records must be stored in a secure manner that minimizes deterioration or damage, eliminates loss and is readily accessible for review and analysis.

5.3 Each department shall maintain data and records that fall within the scope of this procedure. Records are as defined in **Appendix A**.

5.4 All records shall be complete, reliable, consistent and maintained in an orderly manner. Unless specifically directed otherwise by the documentation requiring the completion of a form or log, all blocks, lines, spaces identifying information to be entered require completion. No blank or empty sections are allowed.

   5.4.1 The only acceptable entries on forms filled manually are:
   - Specific data/information as specifically required
   - N/A (indicating not applicable)
   - N/R (indicating not required)

   Note: If specific restrictions exist relative to acceptable entries, they shall be clearly defined in the documentation requiring form completion.

   5.4.2 Unless specified on manual logs (i.e. instructions for completion) all lines require individual entries. The use of "ditto" marks, lines drawn through specific entry fields, etc. are not recognized as acceptable logging of information. Unless otherwise prohibited, entries identified on Section 5.4.1 are acceptable.

   5.4.3 When a record is completed on an electronic or on-line form, the specific application will control and identify the required entries for its completion, including specific formatting of such entry. If the entry format is not specified, manual entry shown on Section 5.4.1 is applicable.

5.5 Records must be legible and traceable to specific product or process. Except for redlines, handwritten entries must be in black or blue indelible ink. If any record needs to be modified, the authorized personnel must strikethrough with a single line and enter the correction followed by date and initials. No "white-out" is allowed.

5.6 Records are retained in their original medium or electronic/digital medium unless otherwise required in contractual, statutory or regulatory requirements. All FAA (Federal Aviation Administration) documents shall be retained in the originally issued medium. Records should be easily retrievable and be available for review by the customer, customer's representative and/or regulatory agency at a designated location within Sensata as required. Documents converted from hard copy to electronic/digital media shall be verified for content and filed appropriately. For converted documentation, the hard copy can be appropriately disposed of after the verification of the electronic/digital media is completed.

5.7 Kavlico performs electronic quality record data back-up using the services of an outside third-party provider. The external third-party provides coverage in the event of a disaster and manages the on-site retention and retrieval of data (up to a month of data), as well as offsite for extended retention (up to 1 year for monthly back-ups and 40 years for yearly back-ups). The third-party provider is responsible of the integrity of the hardware, as well as the maintenance and upgrades on the data servers.

5.8 Records such as certifications of conformance, verification/test data, etc. that are created by suppliers are controlled and maintained as defined in **Appendix A**. Records controlled and maintained at suppliers are as defined in AP0406.

5.9 Records for monitoring process performance and for conformity shall indicate acceptability of the product or process and the action taken in connection with any deficiencies.

5.10 Records identification, general maintenance and control are verified during the internal audit of the specific process area.

5.11 In the case that Kavlico discontinues the acceptance of customer purchase orders, Kavlico shall be responsible for the archival of all quality records for the time retention period specified in this procedure. In case of termination / cease of operations, quality records will be retained at another Sensata facility. Kavlico shall inform to the customer of the planned transfer prior to the transfer of said records to another location. Sensata Technologies Inc. Legal Group may approve the transfer of all quality records to the customer.

APPENDIX A

Record Type	Location	Storage Method	Minimum Retention	Maintenance	Disposition
Quality Management System Review Presentation Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Training Records	All Departments	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Competency Training Records	All Departments	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Job Description Records	Human Resources	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Departmental Training and Matrix Plan Records	All Departments	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Training Needs Matrix Records	All Departments	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Certificate of Conformity Records	Quality Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive

Corrective Action and Preventive Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Failure Analysis Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Quality / Manufacturing Alert Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Audit Check Sheet Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Audit Summary Report Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Customer Returns FAA Repairs Shop Finding Records	FAA Repair Station	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Contract Review Records	Contracts	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Contract Document Review Router Records	Doc. Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Purchase Orders Records	Contracts/Customer Service	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Repair Quote Records	Contracts/Customer Service	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Design Book Records (Obsolete – Historical only)	Design Engineering	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Supplier Quality Self-Survey Records	Supplier Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Supplier Corrective Action Request (SCAR) Records	Supplier Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Kavlico Supplier Information Request (KSIR) Records	Supplier Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
First Article Inspection Reports	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive

Control Plan Records	Quality Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Request for Waiver Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
PFMEA Records	Manufacturing Engineering	Electronic- Network Folder- Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Weld Schedule Records	Manufacturing Engineering	Hard Copy	40 years (or as required by customer)	N/A	N/A
Shipping Records	Shipping Department	Hard Copy	5 years (or as required by customer)	N/A	N/A
Stock Purge Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Document Release Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Preliminary Parts List Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Stamp Record Signature Card Records	Quality Assurance	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Receiving Inspection Records	Quality Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Rejection Report Records	MRB	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Rejection Report Rationale Records	MRB	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
MRB Log Records	MRB	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Supplier/Vendor PO Records	Purchasing	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Out-of-Tolerance Notification Records	Calibration Lab	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Engineering Change Request (ECR) Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive

Engineering Change Order (ECO) Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Stop/Release Order Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Data Transmittal Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Manufacturing Engineering Change Request (MECR) Records	Operations	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Records of Identification and Traceability of Product (Mfg Routers) Including 'First Pass Inspection as applicable	Quality Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Calibration Verification Records	Calibration Lab	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Test Records – Test Data Sheets with Results per ATP	Manufacturing Engineering	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Supplier Records - Certification of Conformance & FAIR Records AS9102	Quality Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Design & Development Records	Design Engineering	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Software Change Request Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Standard Hour Change Records	Operations	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Document Control Approval History Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Translation Request Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive

Letter Template for Notification of Minor Change Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Letter for Airworthiness Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Request for Data Entry of an O.P. Part Number Records	Doc-Control	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive
Authorization Request/Approval for Transfer to Kavlico South	Planning	Electronic – Network Folder – Hard Copy	40 years (or as required by customer)	Electronic IT Backup	Perpetual Electronic Archive