



**Document and Record Master List**

**MS ISO 9001:2015 Quality System for TNBR QATS Sdn Bhd**

**QATS-CP-FDC-01; Q10, effective 15.4.2017**

**Update date 09.06.2017**

	Doc No	Rev	Effective	Forms	Form No	Rev	Effective	Records	Location	Retention
<b>Quality Manual</b>	QATS-QM	Q10	15.4.2017							
<b>Common Procedures</b>										
1 Risk and Opportunity	QATS-CP-PRO	Q10	15.4.2017	1 Risk Register 2 List of Risk Register	QATS-CP-FRO-01 QATS-CP-FRO-02	Q10 Q10	15.4.2017 15.4.2017	1 Risk Register 2 List of Risk Register	HOU HOU	5 years 5 years
2 Control of Documented Information	QATS-CP-PDC	Q10	15.4.2017	1 Master List of Documented Information 2 Document Amendment Form	QATS-CP-FDC-01 QATS-CP-FDC-02	Q10 Q10	15.4.2017 15.4.2017	1 Master List of Documented Information 2 Document Amendment Form 3 Obsolete documents	TNBR Blog QMQ QA Room	n/a 5 years 1 year
3 Resources and Competency	QATS-CP-PCS	Q10	15.4.2017	1 Training Records	QATS-CP-FRC-01	Q10	15.4.2017	1 Training Records 2 Curriculum Vitae	HOU HOU	5 years 5 years
4 Control of External Provider	QATS-CP-PEP	Q10	15.4.2017	1 Approved External Provider List 2 Evaluation of external provider	QATS-CP-FEP-01 QATS-CP-FEP-02	Q10 Q10	15.4.2017 15.4.2017	1 Approved External Provider List 2 Evaluation of external provider	HOU HOU	5 years 5 years
5 Measuring Customer Satisfaction	QATS-CP-PCS	Q10	15.4.2017					1 Customer satisfaction survey analysis	HOU	5 years
6 Internal Audit	QATS-CP-PIA	Q10	15.4.2017	1 Internal Audit Checklist 2 Non Conformance Report 3 Internal Audit Report 4 Internal Audit Attendance	QATS-CP-FIA-01 QATS-CP-FIA-02 QATS-CP-FIA-03 QATS-CP-FIA-04	Q10 Q10 Q10 Q10	15.4.2017 15.4.2017 15.4.2017 15.4.2017	1 Internal Audit Checklist 2 Non Conformance Report 3 Internal Audit Report 4 Internal Audit Attendance 5 Auditor appointment letter 6 Internal Audit program	TNBR Blog QMQ QMQ QMQ QMQ QMQ	 5 years 5 years 5 years 5 years 5 years
7 Management Review	QATS-CP-PMR	Q10	15.4.2017					1 Management Review Minute	QMQ	5 years
8 Control of Non-Conformity and Corrective Action	QATS-CP-PNC	Q10	15.4.2017	1 Non-Conformance Report (NCR) 2 Complaint & Feedback Register	QATS-CP-FNC-01 QATS-CP-FNC-02	Q10 Q10	15.4.2017 15.4.2017	1 Non-Conformance Report (NCR) 2 Complaint & Feedback Register	HOU HOU	5 years 5 years
<b>Specific Procedures</b>										
1 SGP Evaluation Process	QATS-QA-PSE	Q10	15.4.2017	1 New SGP Application 2 Recertification Application 3 Equipment Characteristic 4 Technical Evaluation Report 5 Request for change in SGP 6 Format of SGP Certificate 7 SGP Risk Registers	QATS-QA-FSE-01 QATS-QA-FSE-02 QATS-QA-FSE-03 QATS-QA-FSE-04 QATS-QA-FSE-05 QATS-QA-FSE-06 QATS-QA-FSE-07	Q10 Q10 Q10 Q10 Q10 Q10 Q10	15.4.2017 15.4.2017 15.4.2017 15.4.2017 15.4.2017 15.4.2017 15.4.2017	1 New SGP Application 2 Recertification Application 3 Equipment Characteristic 4 Technical Evaluation Report 5 Request for change in SGP 6 Format of SGP Certificate 7 SGP Risk Registers	HOS HOS HOS HOS HOS HOS HOU	5 years 5 years 5 years 5 years 5 years 5 years 5 years

