Control of Quality Records

GPG 1440.7

http://gdms.gsfc.nasa.gov/gdms/plsql/masterlist

Point of Contact:

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Definitions

- **Quality Record:** A document that provides *objective* evidence that the requirements in a procedure or instruction have been met. Quality records are identified in procedures and work instructions and may take the form of paper, microfilm magnetic media, microfiche, x-rays, photographs, etc.

- **Quality Records Custodian:** The individual assigned responsibility for the control of quality records.

- **Quality Records List (QRL):** The list of quality records and pertinent information that are held by an organization *(e.g., Directorate, Branch, or Project)*.

Quality Records Control Requirements

- Organizations using procedures or work instructions ***must control*** the quality records identified in those procedures and instructions.

- Control means that:
  - Quality records are properly *identified, collected, indexed, stored, maintained, and disposed of.*
  - Quality records are handled in accordance with applicable *customer and government requirements*.
  - Organizations must maintain a QRL using the template in GPG 1440.7.

Quality Records List (QRL)

- ***Every*** organization must use the template in GPG 1440.7 to develop a list of the quality records it holds as a result of its implementation of GPG's, PG's, and WI's.
  - The list will identify the process, the quality record, the responsible person, the record's location, and the retention period.

Quality Records List

Sheet of
Signature/Code/date

Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period

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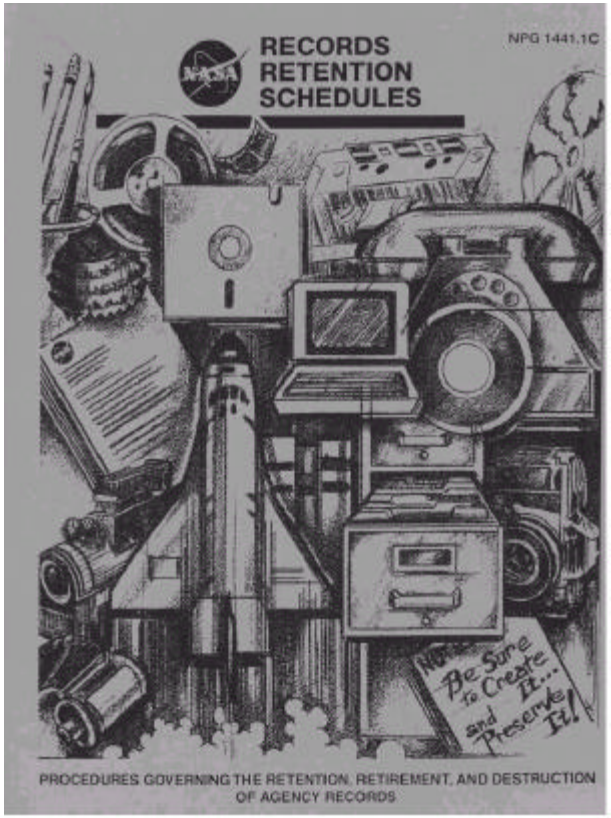
What's included on the QRL?

- Generally, an organization's QRL will include the results of work processes, no matter where the work was done.
  - For example, the results of design verification analyses by Code 500 for a Code 400 project are *project* quality records *(see GPG 8700.2)*. They provide evidence that the *project's* verification plan was carried out.
  - The results are a Code 500 quality record *only* if there is a Code 500 PG that requires a copy be kept as one.
- An organization's QRL will include process control records (see GPG 8072.1). These could include items such as:
  - Records of process control parameter measurements
  - Test logs kept separate from a project's WOA

How do I determine a Quality Record Retention Period?

- ***Every*** organization must use the NPG 1441.1, NASA Records Retention Schedule, to identify the appropriate retention period and disposition of their quality records.



For assistance, contact:
Maureen Barber *(6-4494)* or Beth Booker *(6-9594)*.

Employee Qualification & Training Records

- ***Every*** organization with supervisory personnel will have a list that includes locally held records of employee qualification and training *(see GPG 3410.2)*.
  - Performance Plans
  - Performance Evaluations
  - OJT Records

REQUIRED ON-THE-JOB TRAINING FORM
Goddard Space Flight Center

After completing and signing, the supervisor should place this form in the Employee Performance File (Blue File).

The following training is required for all employees assigned to a new position after January 4, 1999. This training must be provided to employees and documented prior to the assignment of any tasks affecting quality. This training should be provided during the first week following the employee's appointment.

EMPLOYEE'S NAME:_____

CODE:_____

DATE OF APPOINTMENT OR REASSIGNMENT:_____

FORM PREPARED BY:_____ DATE: _____

TRAINING REQUIREMENT	SUPERVISOR'S SIGNATURE	SUPERVISOR'S CODE	DATE
Orientation to GSFC Directives Management System[1]			
Strategic Planning and EPCS[2]			
The GSFC Quality Manual (GPG 8730.3)[3]			
Organization Objectives and Agreements[4]			
Relevant Technical, Program, Project, Policy, and Procedural Instructions (NPGs, NPDs, GPGs, PGs, WIs)[5] 1._____ 2._____ 3._____ 4._____ 5._____	_____		
Safety and Environmental Requirements[6]			
Orientation to Organization/Work Site[7]			
Orientation to Security Regulations[8]			

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See notes on reverse side of this form