

# Customer Records Retention Requirements

Revised March 17, 2017

Customer/ Rqmt. Document	Record Type	Requirement
<p>APEX – HM Dunn.  Purchase Order Quality Clauses  3/10/2016</p>	<p>Control of Records</p>	<p>Records as defined by AS9100 section 4.2.4 must be maintained on file for calendar year + ten (10) years (unless otherwise specified by HM Dunn AeroSystems Purchase Order or HM Dunn AeroSystems Supplier Portal) and readily retrievable upon request.</p>
<p>Arnprior Aerospace Inc.  General Terms and Conditions Agreement Rev. 8  Purchase Order</p>	<p>Record Retention</p>	<p>For purchases supporting ARNPRIOR AEROSPACE, Seller shall maintain, on file at Seller's facility, Quality Assurance records traceable to the conformance of product/part numbers delivered to Arnprior Aerospace. Seller shall make such records available to Arnprior Aerospace's authorized representatives. Seller shall retain such records for a period of not less than ten (10) years from the date of final payment under the applicable Order for all product/part numbers unless otherwise specified on the Order. Seller shall maintain all records related to the current first article inspection (FAI) for ten (10) years past final delivery of the last Product covered by the FAI.</p> <p>At the expiration of such period set forth above and prior to any disposal of records, Seller will notify Arnprior Aerospace of records to be disposed of, and Arnprior Aerospace reserves the right to request delivery of such records. In the event Arnprior Aerospace chooses to exercise this right, Seller shall promptly deliver such records to Arnprior Aerospace on media agreed to by both parties.</p>
<p>ATK Alliant Techsystems Mesa Facility  N-W-7-4401 Rev. 2.0</p>	<p>Quality Records</p>	<p>Q078 – Quality records generated as the results of performance to an ATK Mesa Facility issued purchase order/contract shall be maintained and preserved as legible for a period of seven (7) years and available for review by authorized ATK Mesa Facility representatives, ATK Mesa Facility customers, and/or Government representatives. Additionally, distributors shall assure that manufacturers maintain quality assurance/inspection records and that these records are also available upon request. These records shall include, but are not limited to, receiving, in-process, and final inspection records, Certificates of Conformance, raw material Mill certifications, test results, documented non-conformances and corrective actions, and Measuring and Test Equipment calibration documentation, etc.</p> <p>After this retention period, ATK Mesa Facility shall be notified of the intent to dispose of any records and shall be given the opportunity for further retention at ATK mesa Facility.</p>
<p>Aviation Partners Boeing  Procurement Quality Requirements  APBP140-1 15-Feb-16</p>	<p>Conformance Documents</p>	<p>Supplier shall maintain, and have available on a timely basis, quality records traceable to the conformance of product/part numbers delivered to APB. Supplier shall make such records available to regulatory authorities and APB's authorized representatives. Supplier shall retain such records for 11 years from the date of the shipment under each applicable order for all product/part numbers unless otherwise specified on the order.</p> <p>At the expiration of such period, APB reserves the right to request delivery of such records. In the event APB chooses to exercise this right, Supplier shall promptly deliver such records to APB at no additional cost on media agreed to by both parties.</p> <p>Note: APB requires that the provision/requirements set forth above be included in the Supplier's direct supply contracts as well as the obligation that they be flowed to the sub-tier supply chain.</p>

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Barry Controls QOP-7.4.2-A 10/20/2011  Purchase Order Quality Clauses	Record Retention	12.0 Record Retention  The seller will retain all quality records (for example: certifications, test reports, manufacturing and quality plans) for ten (10) years after shipment to Barry Controls Aerospace.
KLX Aerospace Solutions  QAP 33 Rev L Purchase Order  (formerly BE Aerospace, Inc.)	Record Retention	U. Quality/Inspection records shall be retained on file by the supplier: <ul style="list-style-type: none"> <li>• Radiographic film, eleven (11) years unless an alternate term is approved.</li> <li>• Traceable parts as identified on the drawing or purchase order indefinitely.</li> <li>• Serialized parts as identified on the drawing or purchase order indefinitely.</li> <li>• Critical parts as identified on the drawing indefinitely.</li> <li>• Distributor standard off the shelf product 7 years.</li> <li>• Certifications must be available to B/E within 48 hours from request.</li> </ul> MINIMUM retention periods, beginning with the date the order was completed. In the case where a specification, contract or purchase order requires a greater retention period, the more stringent requirement will apply.
Boeing <i>PO Note Q09</i>	Quality Records	Seller shall maintain, on file at the seller's facility, quality records traceable to the conformance of product/part numbers delivered to Boeing. Seller shall make such records available to regulatory authorities and Boeing's authorized representatives. Seller shall retain such records for the calendar year plus ten (10) years from the date of shipment under each applicable order for all product/part numbers unless otherwise specified on the order. At the expiration of such period, Boeing reserves the right to request delivery of such records. In the event Boeing chooses to exercise this right, seller shall promptly deliver such records to Boeing at no additional cost on media agreed to by both parties.  Boeing requires that the provisions/requirements set forth above be included in Sellers direct supply contracts as well as the obligation that they be flowed to the sub-tier supply chain.
Bell Helicopter Supplier Quality Requirements Manual, SQRM-001, Rev C	Control of Records	Unless otherwise required by contract, Supplier shall retain quality records for a minimum of 5 years for non-controlled items and 10 years for controlled items (see Appendix VI) after final delivery of the Bell purchase order item. Records shall be retrievable and available for review by Bell or applicable governing agency. Suppliers experiencing business changes that affect retrievability and availability of quality records shall contact Bell for instructions on disposition of the records pertaining to Bell purchased product.

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Bombardier Requirement for Suppliers QD 4.6-40	Quality Records	<p>The supplier shall maintain Quality records including but not limited to Quality and Engineering records/data. The records shall be retained for a period of not less than (10) years from completion of purchase order. The supplier must impose this requirement on their sub tiers.</p> <p>Quality and Engineering records/data shall be available to Bombardier and regulatory authorities upon request. For this reason Quality and Engineering records/data shall be maintained in the English language or an accurate translation made from original records created in the supplier's native language.</p>
C.E. Machine Terms & Conditions Rev: G September 29, 2015	Quality Records	<p>All quality records are readily available and must be maintained on file for a minimum of fifteen (15) years (unless otherwise specified).</p>
CPI Aero SQAR-001 Rev: E March 5, 2014	Record Retention	<p>All records of test and inspection results and administrative quality documentation required by contract or subordinate specifications (quality records) shall be retained by the supplier of a period of not less than ten (10) years after the completion of the purchase order, unless a longer period is specified on the CPI purchase order. If a supplier subcontracts the record retention (for example: the supplier is sending a part out for radiography) the supplier shall impose the same record retention requirement on their subcontractor.</p>
EMBRAER EQR	Record Retention	<p>Unless otherwise specified, Supplier shall keep records on file and available to EMBRAER's representatives according to the following criteria:</p> <ul style="list-style-type: none"> <li>a. For special controlled parts, software and serialized parts, records shall be kept for 50 years;</li> <li>b. Records for parts not described in item "a" shall be kept for at least 10 years.</li> </ul>
FACC FQS 05 008 02 Rev W	Record Retention and Availability	<p>The supplier shall retain records as per FACC's customer requirements, e.g. Airbus AP2003, Bombardier QD 4.6-40, Embraer QRS, Goodrich QA111, Rolls-Royce SABRe, etc. Suppliers for Boeing-Projects shall retain records for a period of not less than (10) ten years from the date of shipment unless otherwise specified.</p> <p>Records must be readily available for review by either FACC, its customers or any regulatory agencies at all times; and accessible within 24 hours.</p> <p>At the expiration of the retention period, FACC reserves the right to request delivery of such records. In the event FACC chooses to exercise this right, the supplier shall promptly deliver such records to FACC at no additional cost on media agreed by both parties</p>
GKN Aerospace – Alabama, PUR1.1.2 Rev Y	GKN PROCUREMENT QUALITY CLAUSE	<p>If record retention requirements are not specified by contract, the supplier shall maintain records traceable to delivered product for a period of (10) years, or (25) years if product is classified as a Flight Safety Part (as determined by purchase order or product drawing).</p>
Gulfstream	Inspection & Test Records	<p>The supplier shall maintain records of all inspections and tests for seven (7) years. These records shall be available to Gulfstream and/or Regulatory Agencies upon request, and shall include but are not limited to, such items as:</p>

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<p><i>Supplier Quality Assurance System Requirements - SQAR-0001</i></p> <p><i>Supplier Quality Assurance Requirements Under an AS9100 Quality System – SQAR-9100,</i></p>	Computer Generated or Stored Records	<p>Receiving/ Receiving Inspection, First Article Inspections, In-Process and Final Inspection results, Traceability and Serialization, Calibrations, completed Manufacturing Plans, actual Material Test Reports (for materials used to fabricate priority parts), Process Certifications, actual test data of all qualification, functional, interchangeability and acceptance tests performed, and any other applicable inspection documents. Records of serialization and traceability shall be maintained for ten (10) years as designated in the Gulfstream Standard GAC14D.</p> <p>Computer Generated or Stored Records</p> <p>A. A supplier's use of computer generated and stored records shall require a system that will detect and deter unauthorized disclosure, modification, or use of the records and protect the accuracy of the data entered throughout the required record retention storage period.</p> <p>B. There shall be a method to review data prior to computerized entry to ensure the integrity and accuracy of the information and provide for objective evidence that the review has been accomplished.</p> <p>C. A method shall be established to provide for backup of the required system data, protection against data destruction and storage of the primary and back-up data, as well as a contingency plan for disaster recovery. The storage method must provide for protection against physical hazards such as fire, water, and magnetic influences.</p>
	Software Documents and Records	<p>The supplier shall maintain all software-related development, design, or test documents, as well as records of all changes made to the software code and/or the specified documents, for the service life on an end item. The supplier shall establish a system for assuring software configuration traceability with respect to each end item installed in Gulfstream aircraft.</p> <p>The supplier shall have a system for maintaining serial number traceability of parts, components, or assemblies requiring serialization or that are used in the manufacture of the end item.</p> <p>Note: A serial number shall be unique to a part and shall not be reassigned for any reason. Parts, which are manufactured as replacements, shall not bear the same serial number of the part being replaced regardless of the reason for replacement. All pertinent number / letters used to make the serialization unique must be identified on the product.</p>
	Part Serialization Records	<p>Accumulated component time or operating hours on aircraft must be retained as part of the component's records. The record of accumulated time on a component returned to a supplier must follow the component through any or all operations, and be carried forward upon return of the component to Gulfstream.</p>
	Accumulated Time Records	<p>Certification of Special Process - Approved by Supplier or Customer: The supplier shall retain all records associated with the selection and approval of supplier approved special process providers. Per contract or regulatory agency requirements, these records shall be made available to the Customer and/or regulatory agencies upon request.</p> <p>The supplier shall notify the Customer prior to destruction of records relative to this contract.</p>
	Hardness Tester Records	

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GAMPS 5108		Records of the daily hardness tester checks shall be maintained at least for 10 years.										
HSI – Helicopter Support, Inc.	Product Quality Records	Sikorsky requirements apply										
Honda Aircraft Company Supplier Requirements Manual Product HACI P 10-1-1	Record Retention	<p>General Quality records (receiving inspection documents, certifications, work orders, inspection reports, process related data, cure charts, solution chemistry, nonconformance reports, etc.) for article manufacture shall be retained for a period of no less than ten (10) years from the date of shipment of the specific article.</p> <p>Qualification records (such as for castings, forgings, composite parts, metalbond parts, etc.), First Article Inspection Reports, manufacturing planning masters, and inspection plans shall be maintained for a period of ten (10) years from the last shipment per active contract.</p> <p>Supplier design data for article with FAA production approval (such as TSOA/PMA/PC) shall be retained per the requirements of the production approval.</p> <p>Supplier design data for articles not authorized with an FAA production approval shall be retained for a minimum of ten (10) years from the last shipment per active contract, or per the contract requirements.</p> <p>Electronic records may be maintained in lieu of hard copies, when explicitly authorized by HACI in advance. Contact HACI Quality to coordinate request to maintain electronic records as the primary record. <i>Note:</i> Type design data shall not be considered for electronic retention.</p> <p>Prior to disposing of records, the supplier shall contact HACI Procurement for final disposition instructions.</p> <p style="text-align: center;"><b>Record Retention Matrix</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Record Type</th> <th style="text-align: center;">Retention Period</th> </tr> </thead> <tbody> <tr> <td>General Quality Records</td> <td>10-years from date of shipment</td> </tr> <tr> <td>Qualification Records</td> <td>10-years from end of contract</td> </tr> <tr> <td>Supplier Design Data (PAH)</td> <td>Per agreement with FAA</td> </tr> <tr> <td>Supplier Design Data (non PAH)</td> <td>10-years from end of contract</td> </tr> </tbody> </table>	Record Type	Retention Period	General Quality Records	10-years from date of shipment	Qualification Records	10-years from end of contract	Supplier Design Data (PAH)	Per agreement with FAA	Supplier Design Data (non PAH)	10-years from end of contract
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Honeywell Supplemental Purchase	Quality Records	<p>SPOC 183 is applicable except that all records shall be maintained for 7 years for non serialized parts and 10 years for serialized parts.</p> <p>All quality records, data or correspondence to Honeywell Aerospace are required to be in the language of the Honeywell facility placing the purchase order, or in the English language, as agreed on between the supplier and</p>										

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<p>Order Conditions Manual – SPOC 183</p>		<p>the Honeywell facility. The Supplier shall maintain an English Language translation of its Quality Manual. Upon request, all supplier data related to furnished product must be translated to English and made available. If the supplier does not perform this service, translation fees will be debited to the Supplier.</p> <p><b>Access to Records</b> Honeywell reserves the right to access records at the PO holder, or its sub-tiers involved in the manufacture of Honeywell product. The Supplier shall make the records available within 48 hours, or 2 business days, of the request for access.</p> <p><b>Records Storage</b> Records must be stored in an area which meets all local Fire and Life Safety Codes that prevents loss, damage or deterioration. All data stored by electronic means shall be secure with back- up procedures, and audited to verify the integrity of the data.</p> <p><b>Disposition of Records</b> The supplier shall contact the Honeywell Buyer for disposition of records upon termination of business activity.</p> <p><b>Corrections</b> Changes or corrections to records, regardless of the media, shall be made as follows: draw a single line through the old data, enter the correct data, date, and apply stamp or initials or signature of individual making the correction. No erasures, covering, or "white-out" allowed.</p> <p><b>Record Retention**</b> All Quality Records, including radiographic film, shall be retained as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Records in Support of</th> <th style="width: 20%;">Minimum Retention Period *</th> </tr> </thead> <tbody> <tr> <td>Radiographic Film</td> <td>11 years</td> </tr> <tr> <td>Non-traceable, non-serialized parts</td> <td>11 years</td> </tr> <tr> <td>Traceable parts as identified on the Honeywell drawing or purchase order</td> <td>Indefinitely **</td> </tr> <tr> <td>Serialized parts as identified on the Honeywell drawing or purchase order</td> <td>Indefinitely **</td> </tr> <tr> <td>Critical parts as identified on the Honeywell drawing</td> <td>Indefinitely **</td> </tr> <tr> <td>Distributor standard off the shelf product</td> <td>7 years</td> </tr> </tbody> </table>	Records in Support of	Minimum Retention Period *	Radiographic Film	11 years	Non-traceable, non-serialized parts	11 years	Traceable parts as identified on the Honeywell drawing or purchase order	Indefinitely **	Serialized parts as identified on the Honeywell drawing or purchase order	Indefinitely **	Critical parts as identified on the Honeywell drawing	Indefinitely **	Distributor standard off the shelf product	7 years
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		<p>* MINIMUM retention periods, beginning with the date the order was completed. In the case where a specification, contract or purchase order requires a greater retention period, the more stringent requirement will apply.</p> <p>** . A lengthy period of time specified in the law that cannot be determined in advance. Indefinitely does not mean that the records must be retained permanently. Records having a retention period of “Indefinitely” should be reviewed periodically to determine if they have surpassed their useful legal and business life. Destruction of records with Indefinite retention period must be authorized by Honeywell.</p>
Israel Aerospace Industries Commercial Aircraft Group (IAI) CAG 9000 Rev 11	Quality Records	<p><u>Quality Records – Period of Retention</u></p> <ul style="list-style-type: none"> <li>• General quality records shall be kept for 7 years.</li> <li>• FAI reports shall be kept for 10 years.</li> <li>• Quality records for critical/serialized parts and Significant Structural Items (SSI) shall be kept for 15 years.</li> <li>• IAI-CAG shall be informed prior to record disposal.</li> </ul>
Lockheed Martin  Quality Requirements Supplier Quality Requirements - Appendix QX,	Records	<p>1.5 Seller shall:</p> <p>a. maintain complete records of the following:</p> <ul style="list-style-type: none"> <li>• All manufacturing, inspection, test, CoC, and shipping; and</li> <li>• Process capability or tooling controlled per TMS-MC-015, if applicable; and</li> <li>• All nonconforming material, dispositions, assignable causes, corrective and preventive actions, and effectiveness of corrective actions; and</li> </ul> <p>b. make records available for at least three (3) years after completion of this PO or for longer periods if specified elsewhere in this PO; and</p> <p>c. maintain records of all QCS-001 (Requirements for Seller-Designed Items) “Work” performed and/or procured in accordance with 2.5 for at least seven (7) years after completion of this PO or for longer periods if specified elsewhere in this PO; and</p> <p>d. upon Buyer’s request, forward records to Buyer at no additional cost, price, or fee to Buyer.</p>
L3 Communications – Ocean Systems  Form #0132- 2030 (07/11)	Conformance to Requirements	<p><b>10. Conformance to Requirements –</b></p> <p><b>Record Retention:</b> The supplier shall maintain documentation (i.e.: quality records, such as inspection records, test reports, travelers, etc.) as objective evidence of conformance to requirements for the period specified in the contract documents. If no time period is specified, records shall be maintained for a minimum of 8 years.</p>

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MITAC – Mitsubishi  Supplier Quality Requirements	Quality Records	<p>Seller shall retain the Receiving inspection record and Product record for (10) ten years at minimum from the date of shipment, and FAI record and nonconformity record for the period of 40 years until the exact product life cycle period of time is defined and agreed upon by MITAC and LMI. At the expiration of the period, Seller must not dispose of these records without Buyer's agreement and shall notify Buyer at least (3) three months before.</p> <p>Seller shall avoid breakage failure, contamination, falsification, missing and all that. In addition, Seller shall ensure to submit and/or show promptly if required by Buyer, Buyer's customer, or regulatory authority.</p> <p>If Seller retains quality records by electronic data, Seller shall define the procedure. The contents shall describe at least the followings:</p> <ol style="list-style-type: none"> <li>(1) Media</li> <li>(2) Back-up method and frequency</li> <li>(3) Security method</li> </ol>
MRAS – Middle River Aircraft Systems	MRAS – 9000 S-1005	<p>Product Acceptance Records and Serial/Lot Number Assignment records:</p> <ol style="list-style-type: none"> <li>a) Non-serialized parts - Five (5) years</li> <li>b) Serialized Parts - Ten (10) years</li> <li>c) Administrative Records - Two (2) years</li> <li>d) Radiographic Film - Five (5) years</li> </ol> <p>Unless otherwise specified, the minimum retention time for quality records generated by the supplier is 10 years.</p>
Northrop Grumman Supplier Quality Requirements	Quality Records	<p>The supplier shall maintain a documented procedure for record creation, change (handwritten or other), completion and control of Quality records in accordance with the applicable Quality System standard (i.e. – ISO 9001:20xx, AS9100). Any change to paper records should follow industry standards of a strike through of the incorrect information, adding the correct information, initials of the person making the change and the date.</p> <p><b>Note:</b> Electronic records have same requirements, control, and retention as paper records. They must also be capable of maintaining data integrity for the retention period.</p> <p>The records shall be retained for a period of not less than seven (7) years from completion of purchase order. The supplier must impose this requirement on their sub tiers.</p> <p>Records shall include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Evidence of inspection to assure adherence to applicable drawings or specifications and revisions</li> <li>• First Article Inspection Report</li> <li>• Test Reports</li> <li>• Periodic inspection and control of inspection media</li> <li>• Records to indicate control of Special Tooling and Special Test Equipment</li> <li>• Test data records of all qualification and acceptance test performed</li> <li>• Certification of personnel as required by specification and/or contract</li> <li>• Raw Material and Process certifications</li> </ul>



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		<ul style="list-style-type: none"> <li>• Material Review Reports.</li> </ul>
Northrop Grumman Navigation Systems Division	Records Retention	<p>Quality Assurance Provisions (QAP) for Purchase orders General Quality Assurance Provisions (GQAP) Issue #28 5/23/11 Pages 1-2:</p> <p>Records Retention –</p> <p>All records including certifications as required under the terms of this purchase order and which document the quality of the items provided shall be retained for a minimum of 4 years after the final shipment unless otherwise specified in the purchase order or the contract.</p>
PCA Aerostructures QP Form 7.0- 09-1 para G Revised 3/7/2014	Records	Supplier shall maintain records associated with the Purchase Order for at least (10) years unless otherwise specified by contract. If Supplier closes or terminates business prior to record retention requirements being met, PCA shall be notified so records can be dispositioned.
Pioneer Industries Quality Control Requirements, QCR15	Quality Records	The supplier/processor shall maintain: record identification, evidence of changes, preservation, availability, accessibility, and protection from access by unauthorized persons. Supplier/processor shall retain quality records for a minimum of eleven (11) years from shipment of last part and dispose proprietary and sensitive records in a manner that protects them.
Primus Walden's Machine Form 1.06-2 Rev Z	Quality Records	<p>Records must include, but not limited to, manufacturing plans (work orders), inspection and test data, raw material certifications, process certifications, and contract agreements. All records must be kept on file for a minimum of ten (10) years, and is subject to review upon request. At the end of the 10 year retention period, the supplier must contact Walden's quality department and obtain written approval prior to destruction.</p> <p>For Airbus Products: Retention period of quality records has been extended from 10 years to LOP + 6years. (LOP is defined as 'end of product operational life' or time when the last certified aircraft or engine of a type has been withdrawn</p>
SAFRAN Labinal Power Systems	Supplier Maintenance of Quality Records	The supplier is responsible for performing or having performed all inspections and tests necessary to substantiate that the supplies or services conform to contract requirements. Objective evidence of such performance must be maintained for a period of not less than ten (10) years from the date of shipment under each applicable order for all product/part numbers unless otherwise specified on the order. Copies of such records will be made available to

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Appendix Ref PUR-04-04- IN001A300, QR-7, version 3, Application date 5/20/2014		authorized representatives of the regulatory agencies, and Labinal Power Systems, when requested. At the expiration of such period, Labinal Power Systems reserves the right to request delivery of such records. In the event Labinal Power Systems chooses to exercise this right, seller shall promptly deliver such records to Labinal Power Systems at no additional cost on media agreed to by both parties. The supplier is responsible for establishing and defining the controls needed for the identification, storage, protection, retrieval and disposition of records.
Schweizer Quality Assurance Attachment F- 250	Quality Records	<p>The supplier shall maintain Quality records in accordance with the applicable Quality System standard (i.e. – ISO 9001, AS/EN9100). The records shall be retained for a period of not less than (10) years from completion of purchase order. The supplier must impose this requirement on their sub tiers. Records shall include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Evidence of inspection to assure adherence to applicable drawings or specifications and revisions</li> <li>• First Article Inspection Report – the FAI shall be retained as a Quality Record for a minimum of three years from completion of the last purchase order for that part number with the same revision level.</li> <li>• Test Reports</li> <li>• Periodic inspection and control of Special Tooling and Special Test Equipment</li> <li>• Test data records of all qualification acceptance test performed</li> <li>• Certification of personnel as required by specification and/or contract</li> <li>• Raw material and process certifications</li> </ul> <p>Material Review Reports</p>
Sikorsky United Technologies Aerospace Supplier Quality	Product Quality Records	<p>Electronic imaging/microfilming of records in lieu of storing actual inspection records is permissible. All electronic records must be controlled, retained, and retrievable per the same requirements identified for hard copy records. For electronic records that are transferred from computer files, the storage media must be capable of maintaining the data integrity for the full retention period. Examples of Quality Records to be retained are, but not limited to:</p> <ul style="list-style-type: none"> <li>_ Deliverable and non-deliverable software verification &amp; validation</li> <li>_ First article inspection reports</li> </ul>

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Requirements - UT ASQR-01		<ul style="list-style-type: none"> <li>_ In process / final inspection &amp; test records</li> <li>_ Training records</li> <li>_ Manufacturing / fabrication records (e.g., planning sheets, routers, etc.)</li> <li>_ Nonconforming material disposition</li> <li>_ Procurement documents (supplier placed orders)</li> <li>_ Process control records (used as acceptance criteria)</li> <li>_ Radiographs, technique sheets and related acceptance reports</li> <li>_ Receiving inspection Records (e.g., test reports and material certifications, etc.)</li> <li>_ Records as defined by Members</li> </ul> <p>(2) Retain Quality Management System (QMS) records as identified per AS9100. The following identified quality records shall be maintained for the minimum retention periods specified below.</p> <ul style="list-style-type: none"> <li>_ 40 years from time of manufacture for: Flight safety, Space Shuttle fuel cells, critical / major rotor parts (i.e., turbine and compressor disks, hubs, shafts, free turbine couplings and turbine disk side plates), serialized major engine (cast / fabricated) cases (i.e., inlet, fan, compressor, intermediate, diffuser, combustion, turbine and exhaust cases) and main shaft bearing supports, which are not integral to a major case.</li> <li>_ 30 years for Manned Space Program Hardware</li> <li>_ 10 years for all other parts except off-the-shelf industry standard parts.</li> <li>_ 5 years for off-the-shelf / industry standard parts (e.g., AN, AS, MS, JAN, etc.).</li> </ul> <p>(3) Radiographs: The Supplier shall retain radiographs.</p> <ul style="list-style-type: none"> <li>_ 40 Years for: Flight safety, Critical / major rotor parts (i.e., turbine and compressor disks, hubs, shafts, free turbine couplings and turbine disk side plates), Space Shuttle fuel cells as well as serialized major engine (cast / fabricated) cases, (i.e., inlet fan, compressor, intermediate, diffuser, combustion, turbine and exhaust cases), and main shaft bearing supports which are not integral to a major case and engine components traceable by Engineering Drawing / Quality Assurance Data required serial numbers.</li> </ul> <p>10 Years for: Castings or parts where the purchase order, engineering drawing or specifications require serial number traceability. Castings or parts where the purchase order, engineering drawing or specifications do not require serial number traceability, shall be retained only if no other inspection record is retained that documents completion and final acceptance of radiographic inspection.</p> <p>5 Years for: Military hardware – turbine airfoil (blades) casting radiographs for initial casting quality. Military hardware – Radiographs of airfoils for the presence of foreign material need not be retained provided an inspection record is retained that documents completion and final acceptance of radiographic inspection.</p>
Spirit Aerosystems PF-550	Quality Records	<p>Records. Records shall be maintained on file at Seller's facility and available upon request to customers of Spirit including any departments, agencies or instrumentalities of the United States Government and to the United States Government Federal Aviation Administration (FAA) and any successor agency or instrumentality of the United States Government and Spirit's Authorized Representatives. Seller shall retain such records for a period from the date of the applicable Purchase Document until three (3) years after final payment under such Purchase Document.</p>

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Customer/ Rqmt. Document	Record Type	Requirement		
		Record Type	Description	Retention Period
STM-130030-1		Tooling Design and Manufacturing Records (All tool types)	<p>All tool design records including model based designs, derivative data such as tool drawings, tool drawing records, tool design change requests, tool design vellums, tool master layout's (TMLO's), tool design review records, tooling stress reports, and tool usage instructions.</p> <p>All manufacturing records related to accountable tooling including fabrication, rework, repair, disposition and inventory records.</p>	Life of contract +7 years
		Tooling Quality Inspection Records (Tool Types 2 and 3)	Records used for verification of accountable tooling which document conformance or nonconformance of tool during fabrication, rework, repair or periodic inspection.	Current Year + 7 Years
		Master Tooling Inspection Records (Tool Type 1)	Records used for verification of Master Tooling which document conformance or nonconformance of the tool during fabrication, rework, repair or periodic inspection.	Life of Contract + Current Year + 7 Years
Tect Aerospace Quality Clauses	Quality Records	QA-21 Quality Records – Suppliers shall maintain quality records, including traceability throughout all stages of manufacturing. The retention period of these records shall be no less than 10 years from date of shipment. No quality records shall be destroyed without the written consent of Buyer or its designee.		
Triumph Group Vought Aircraft Supplier Quality Assurance Requirements - SQAR Supplier Quality Assurance Manual - SQAM	Quality Records	<p>Records shall be readily available for review by Vought, its customers, and Government regulatory agencies. An English version (copy of the record) shall be available for all quality data and / or approved design data. Prior to destruction of any quality records related to Vought procurement, submit an SIR for disposition.</p> <p>Records are those as defined in AS9100 or other governing Quality Management System specifications and shall be retained in hard paper, film media, and/or electronic for a minimum of ten (10) years after purchase order completion.</p> <p>Triumph will be offered first right of refusal prior to record destruction.</p>		



**Title:****Customer Records Retention Requirements**

(Reference document for SP4.2-02)

**Revision History**

<b>Rev. Date</b>	<b>Description of Change</b>	<b>Change completed by:</b>
07/21/2014	Added record retention requirements for PCA Aerostructures and SAFRAN Labinal Power Systems	A. Waddell
07/06/2015	Added calendar year to Boeing requirement.	D. Ashcraft
12/22/2015	Added record retention requirements for KLX, MRAS and Walden's Machine	D. Ashcraft
2/24/2016	Added SQAM to Triumph	D. Ashcraft
4/16/2016	Revised requirements for APB, Bell, Embraer, FACC, GKN, Gulfstream, Honda, Sikorsky, Spirit and Triumph	D. Ashcraft
5/23/2016	Added MRAS S-1005 (GE Aviation Joint Affiliated) requirements	D. Ashcraft
11/30/2016	Added APEX-HM Dunn	D. Ashcraft
12/05/2016	Added C.E. Machine	D. Ashcraft
3/17/2017	Pioneer Industries – changed to minimum of eleven (11) years Orizon Aero - Added	J. Distefano