

Process Control

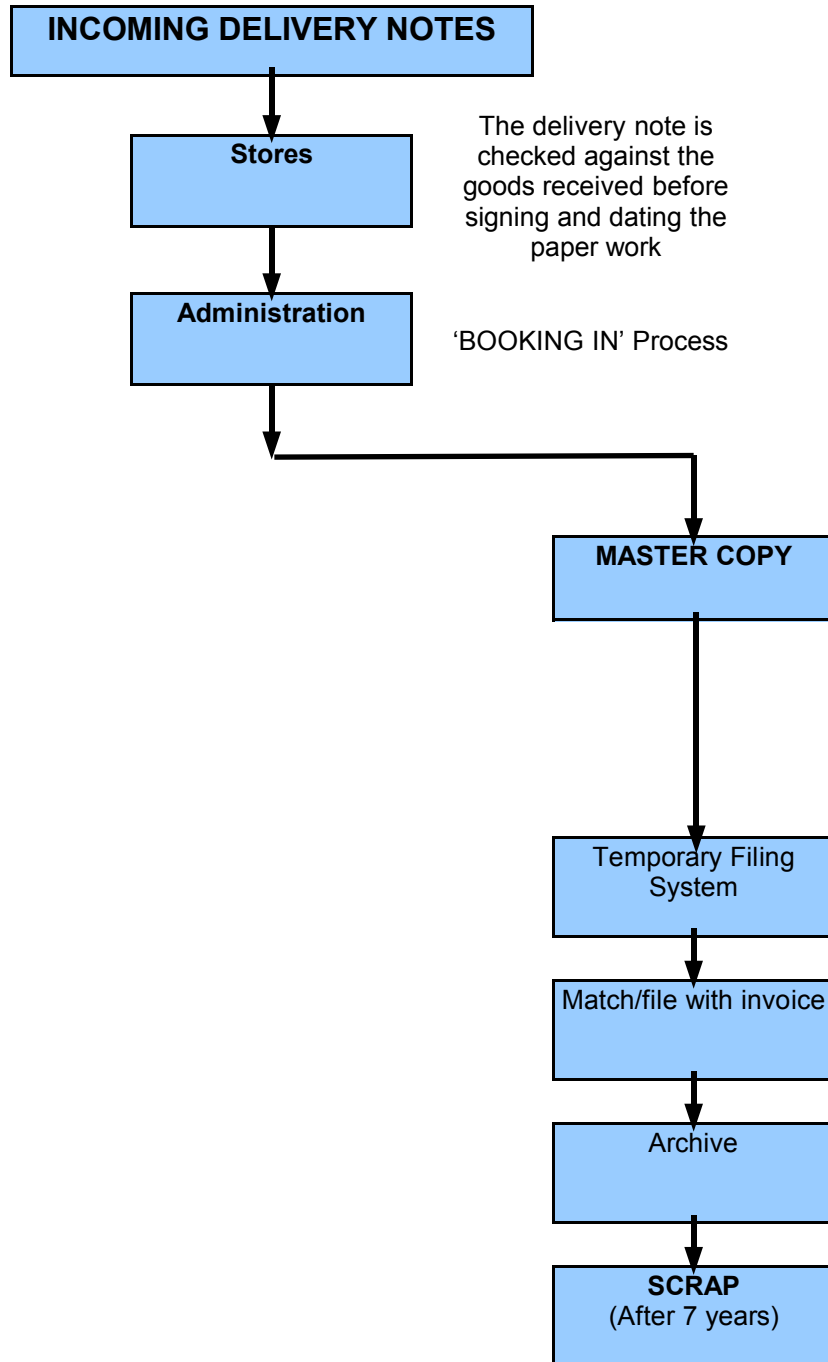
Procedures regarding identification, collection, indexing, access, filing, storage, retention times, maintenance and disposition of relevant quality records are varied depending upon the importance of the activity and the requirements set out by HYQUIP.

Records are maintained to demonstrate the effective operation of HYQUIP'S quality system and conformance to specified requirements, but more importantly as a basis of control and continuous improvement. Records are located in many different locations local to the control and/or assessment activity.

Quality records are public documents and are available for viewing, reference or evaluation. HYQUIP'S personnel, its customers, or other authorities may have access to quality records. The only restriction is that master records are maintained on site at HYQUIP. Should reference be necessary away from site '**UNCONTROLLED**' copies may be issued.

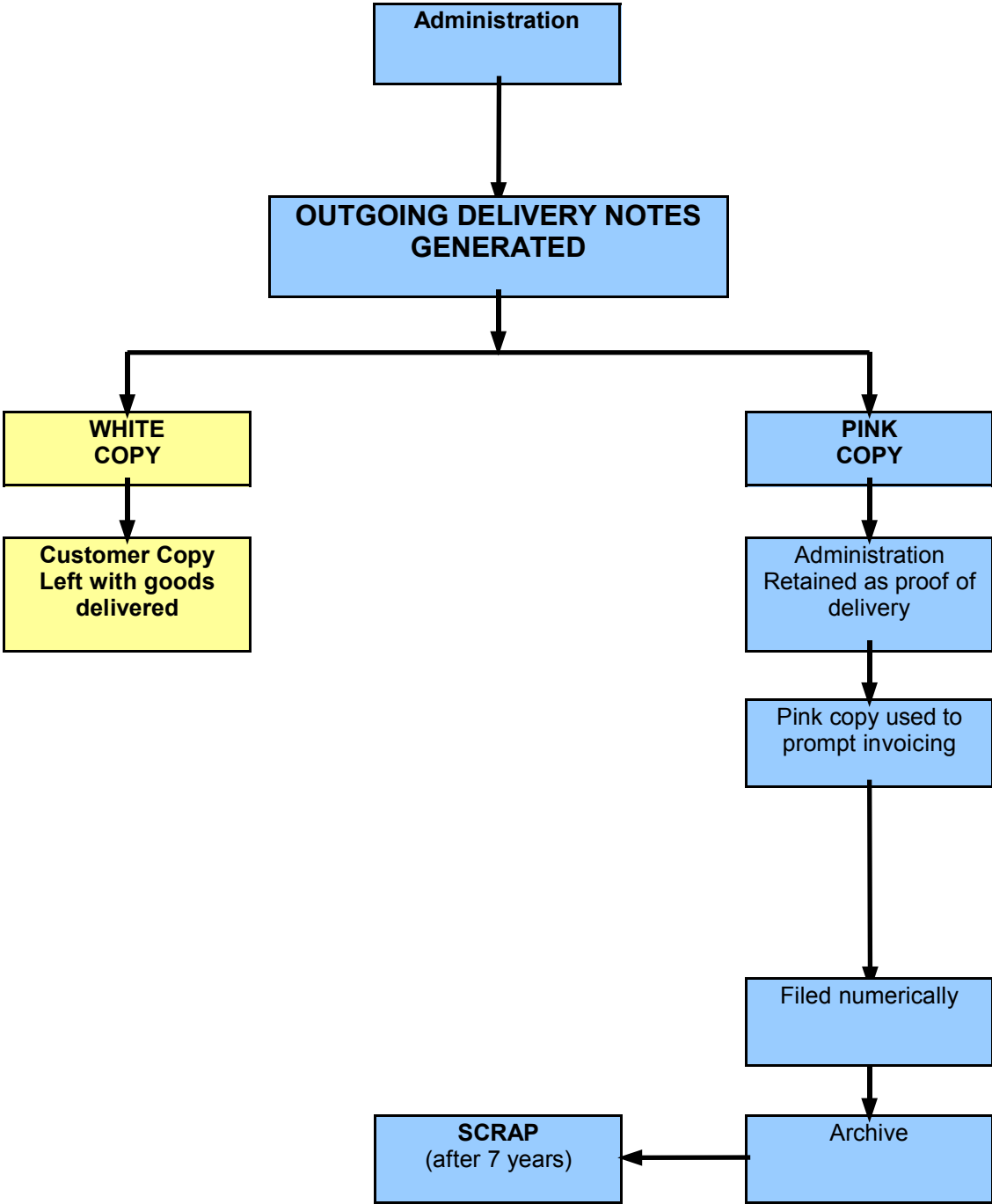


Delivery Notes - Incoming



Delivery Notes - Outgoing

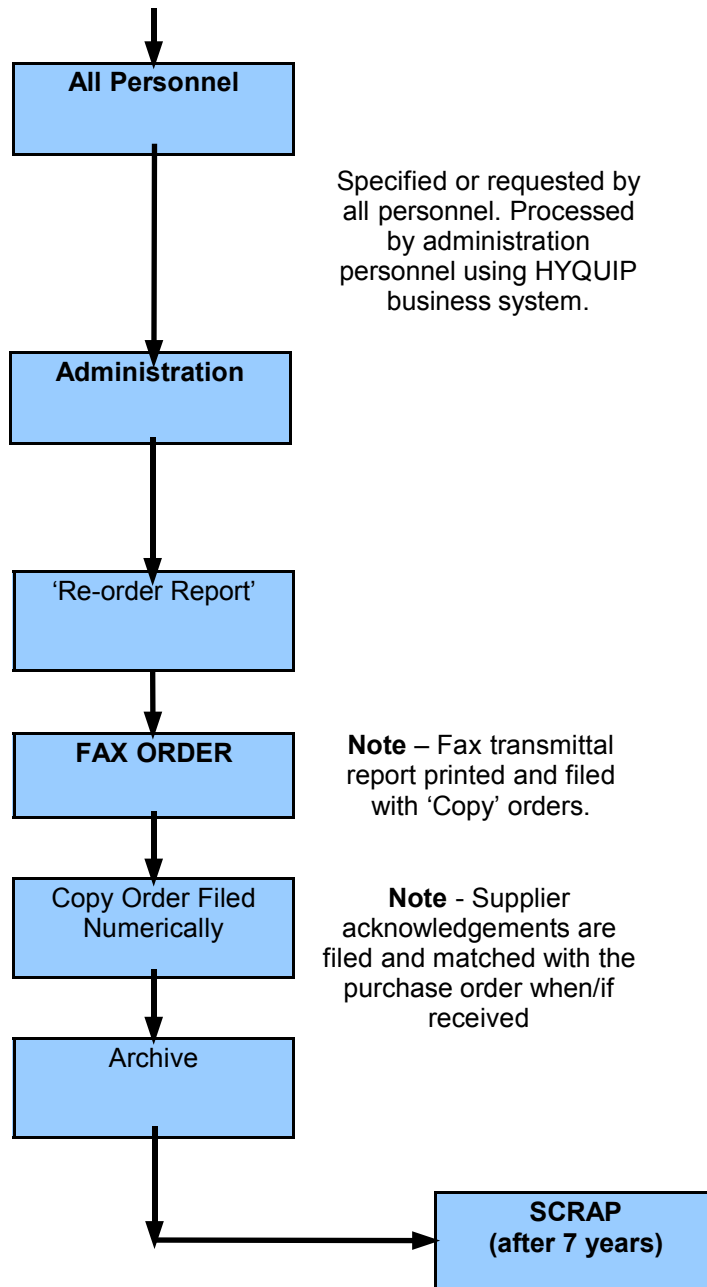




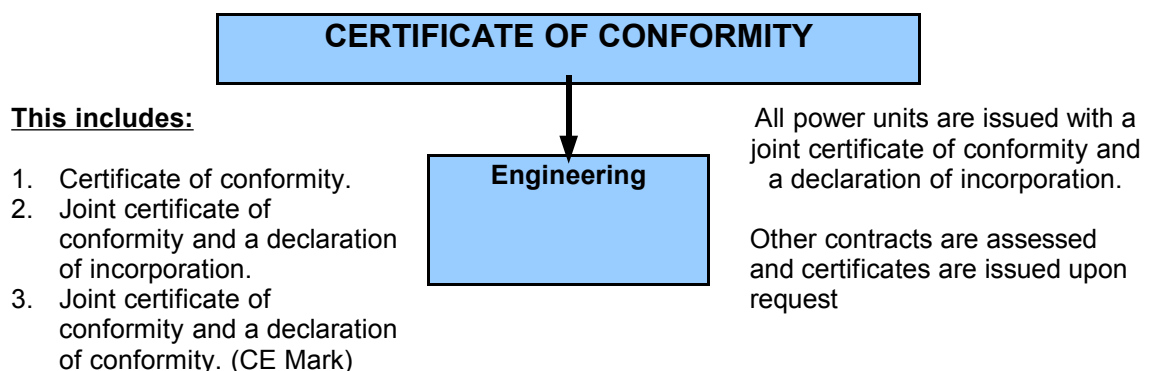
Purchase Orders

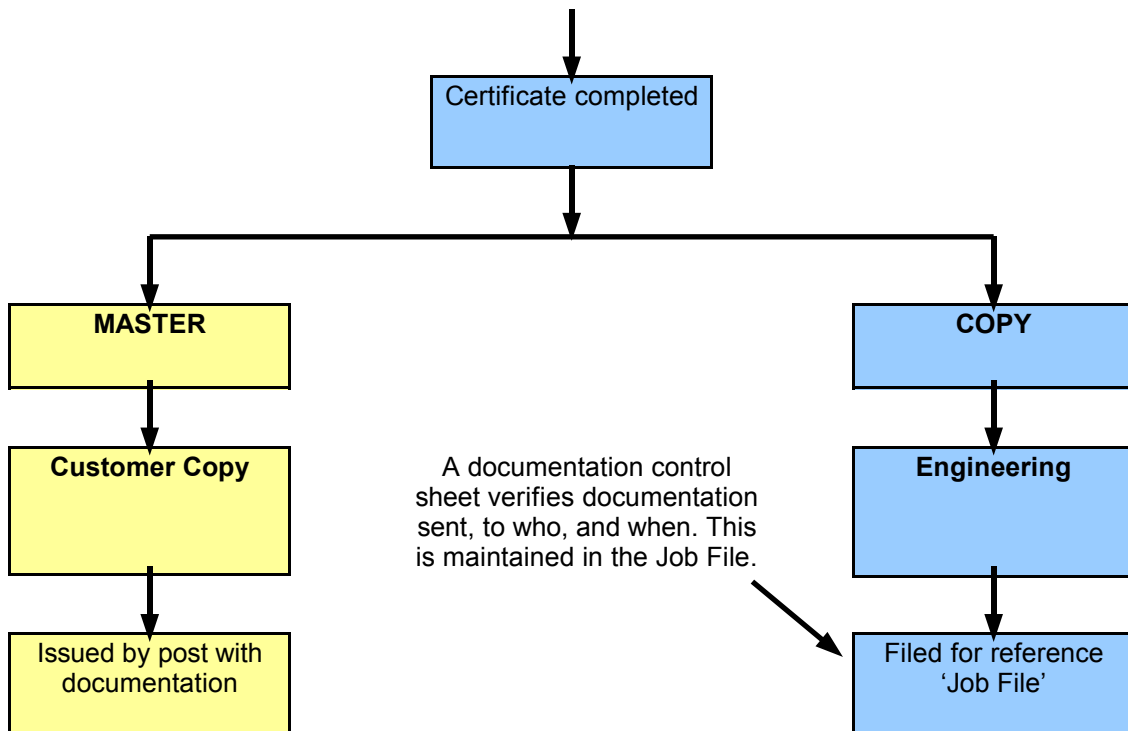
PURCHASE ORDERS



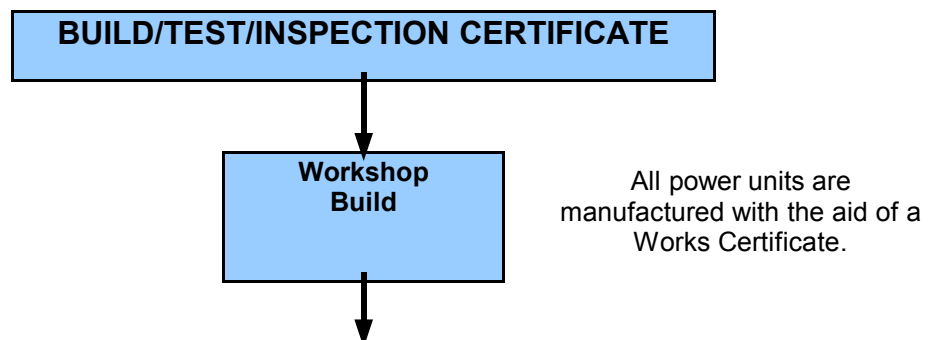


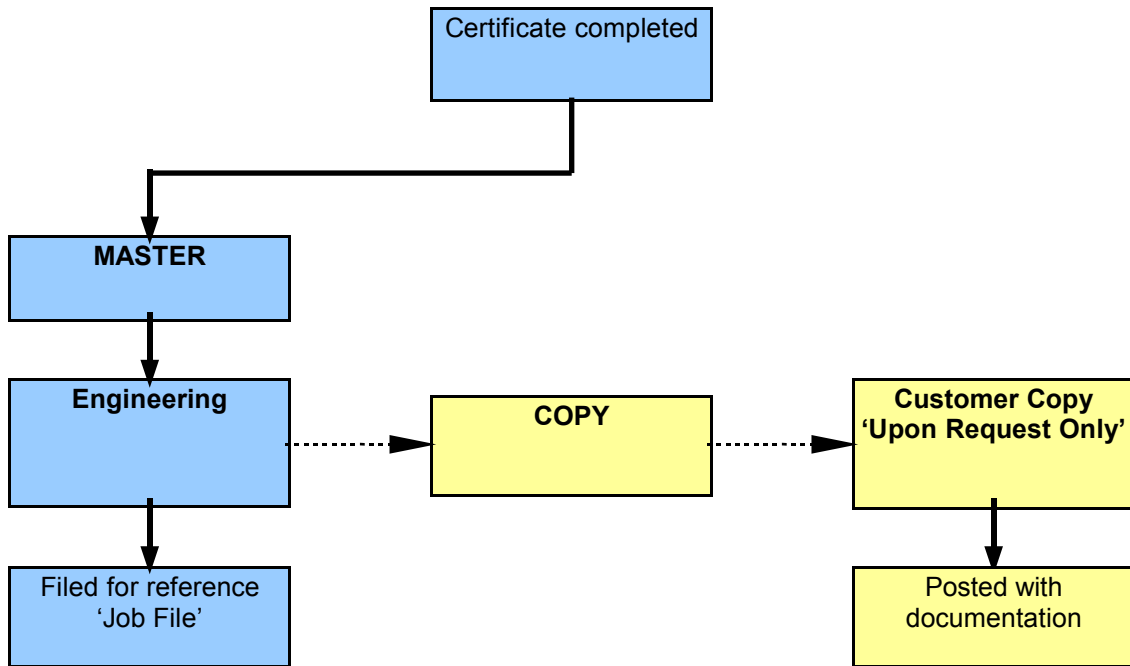
Certificate of Conformity - Engineering



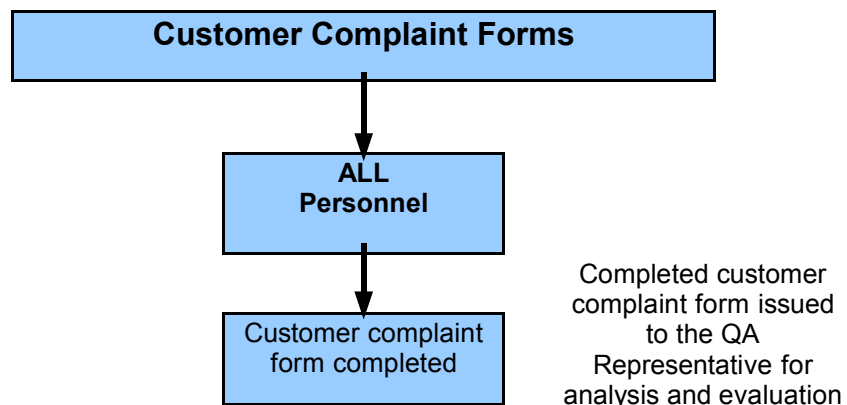


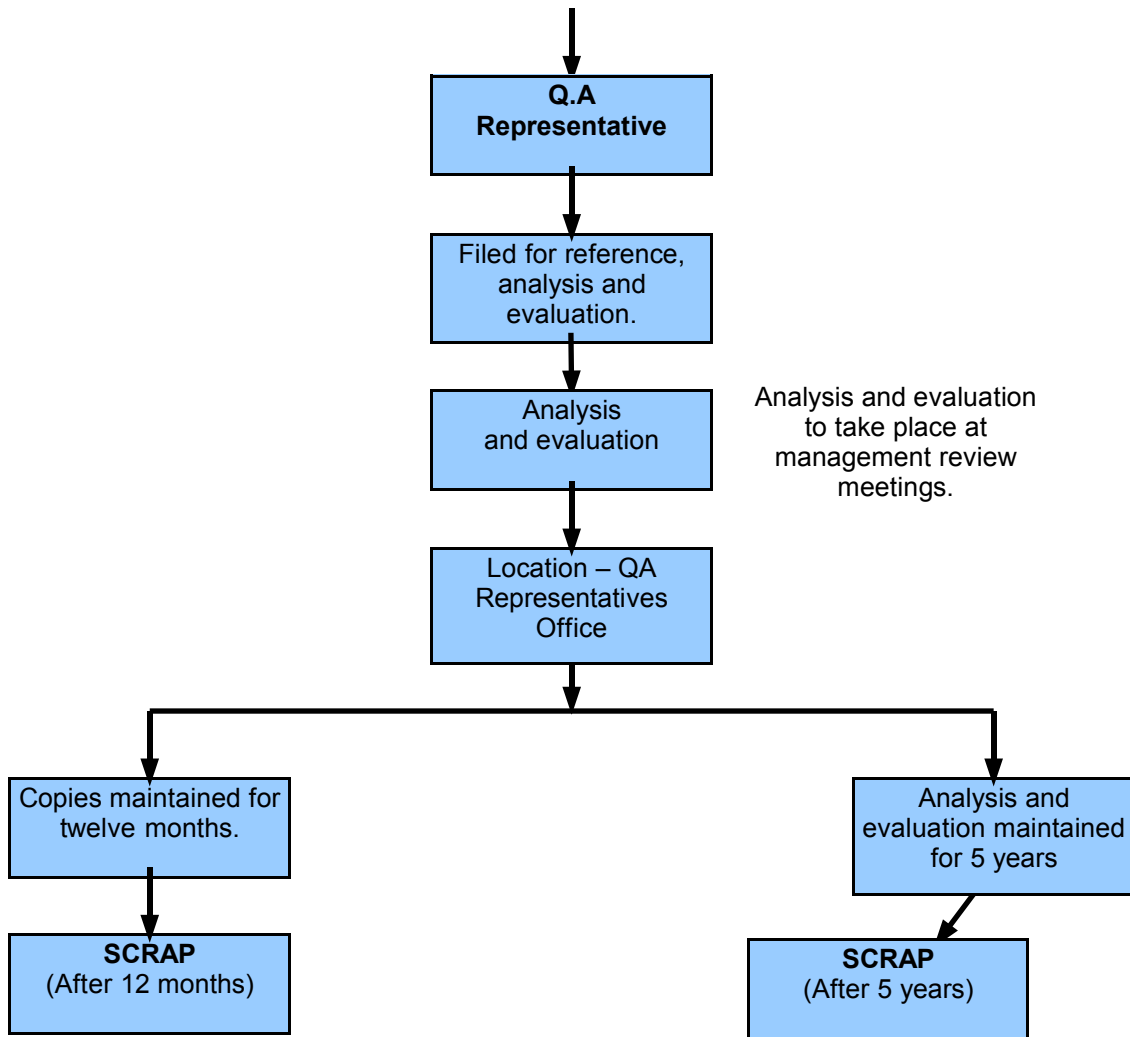
Works Certificate - Engineering



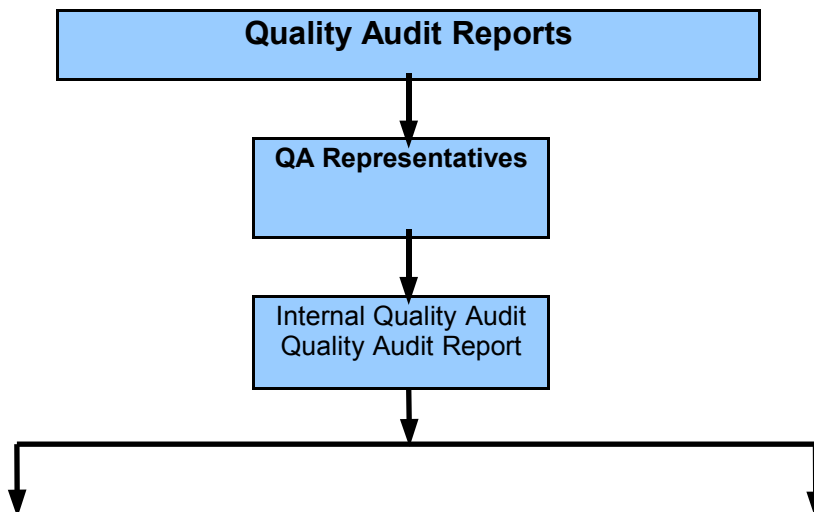


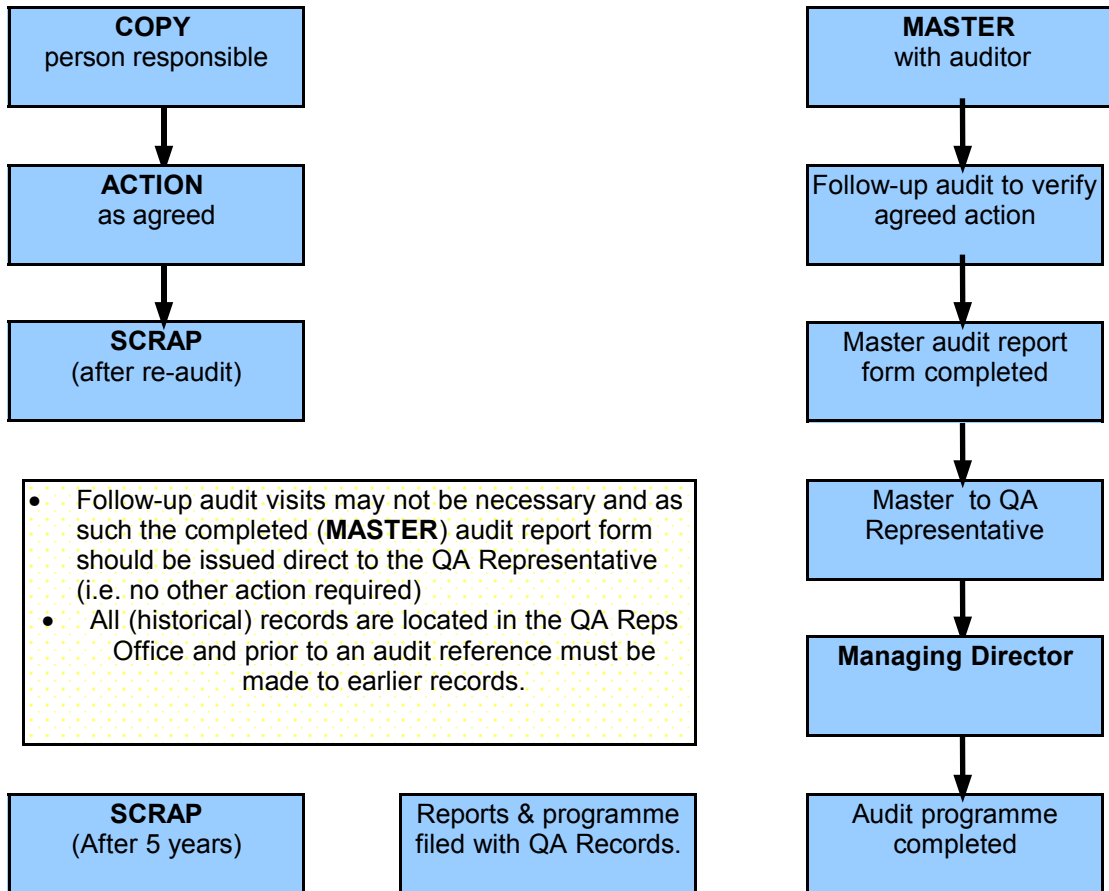
Customer Complaint Forms



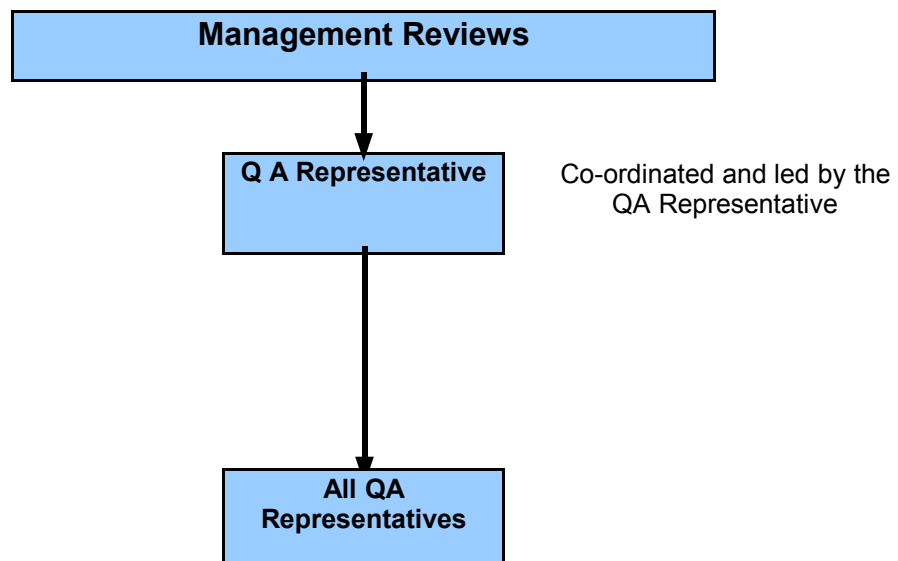


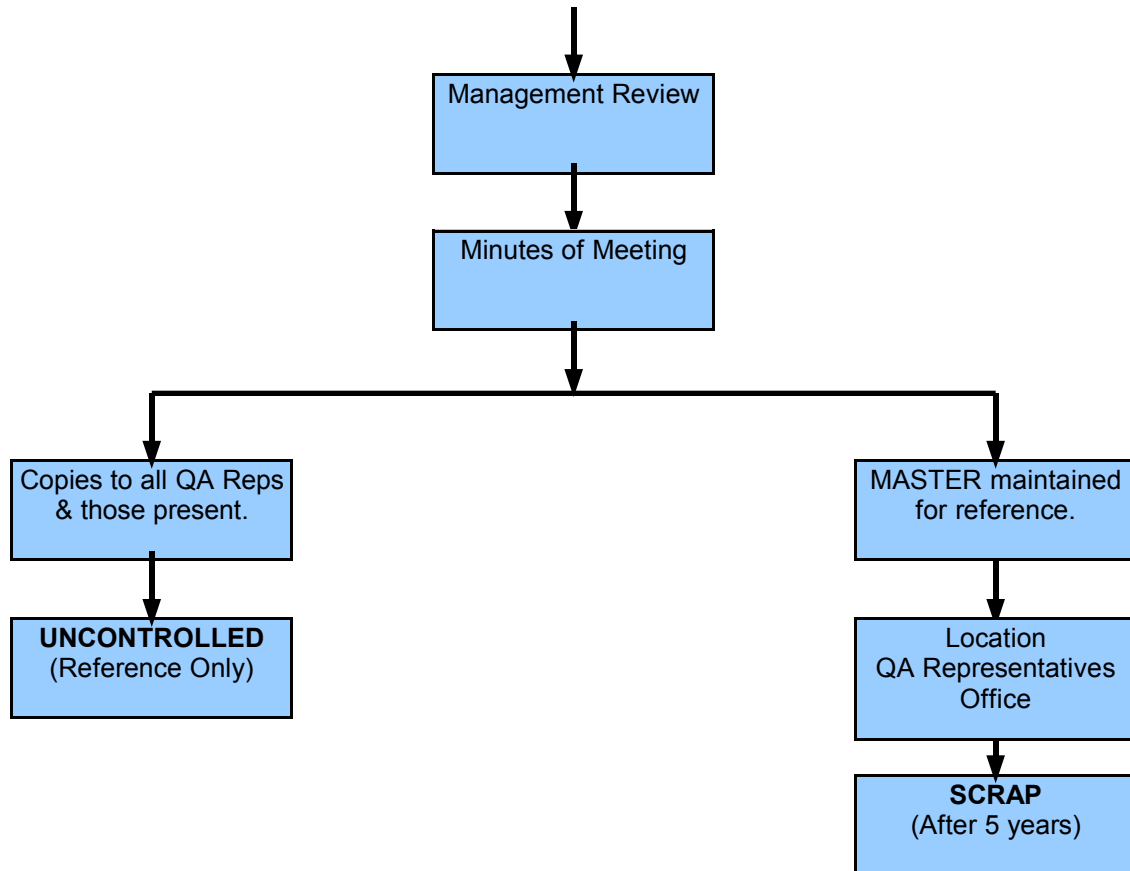
Quality Audit Reports



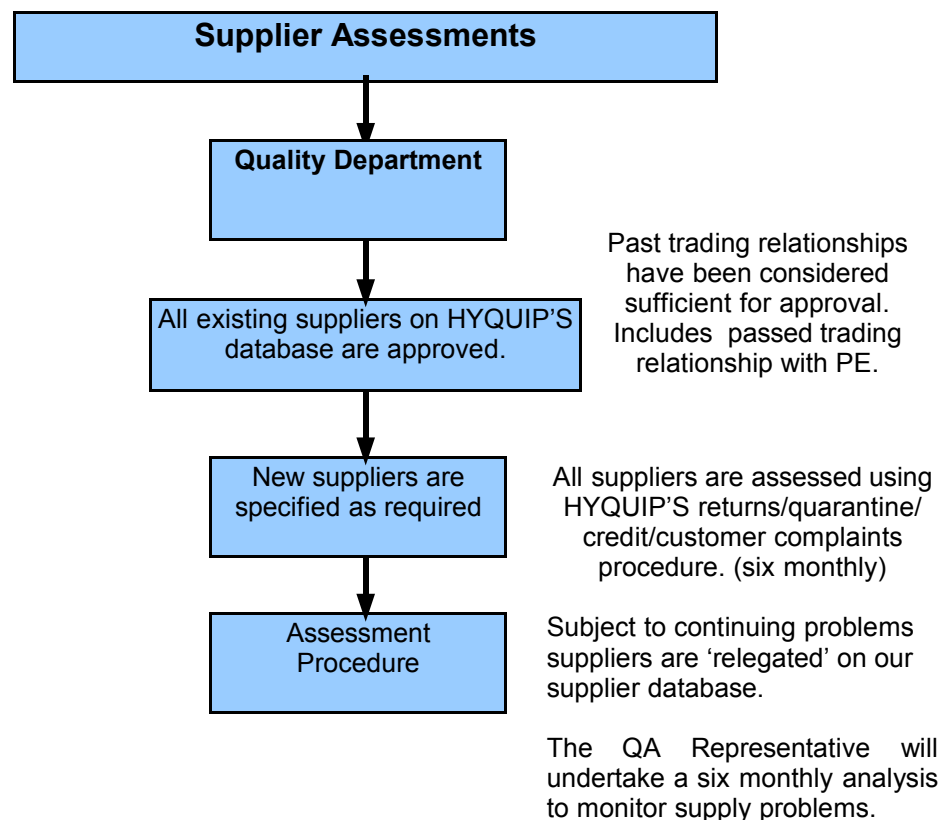


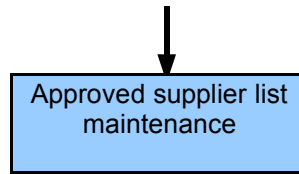
Management Reviews



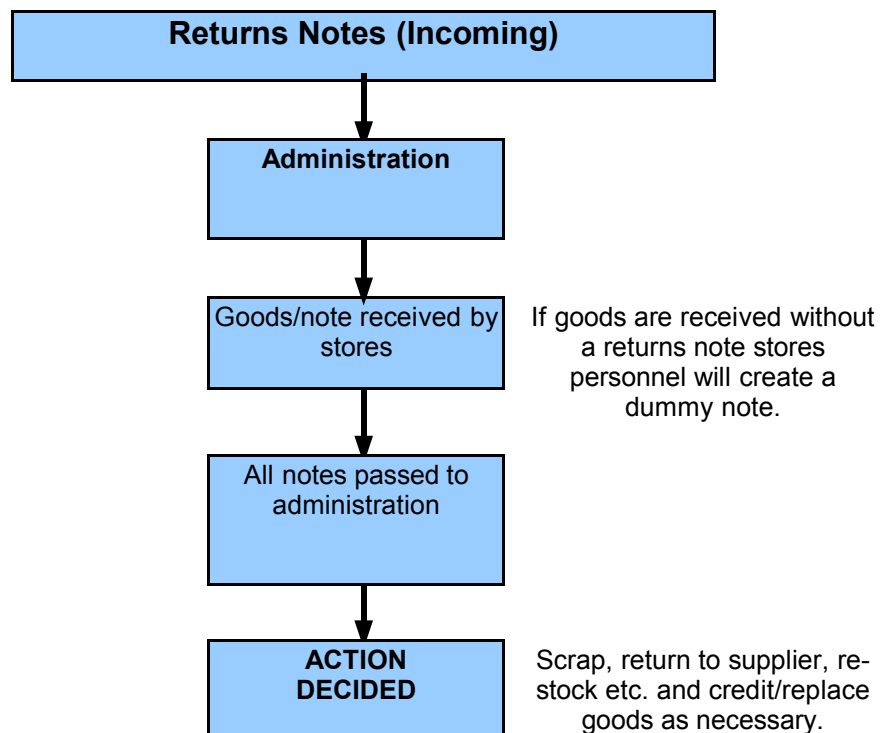


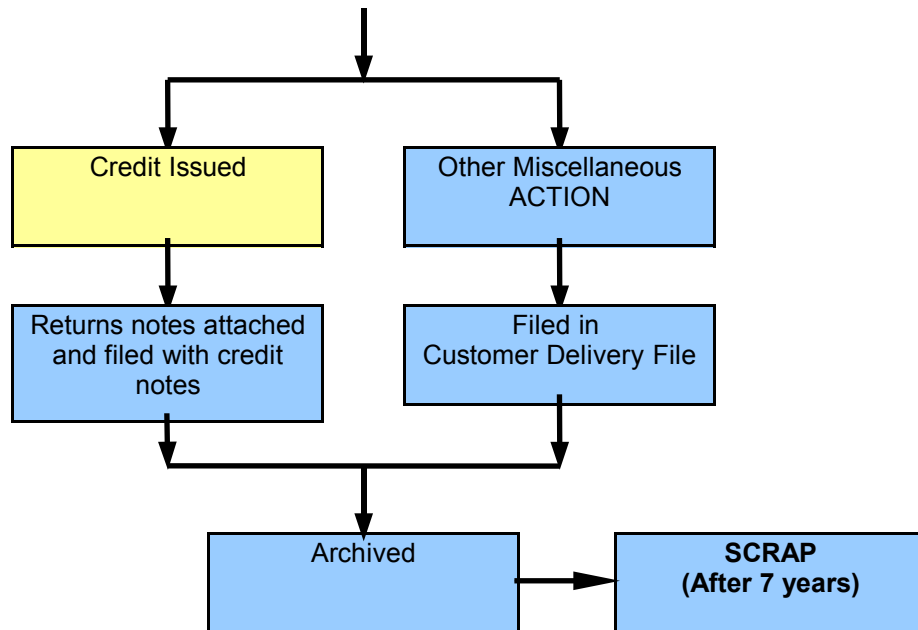
Supplier Assessments





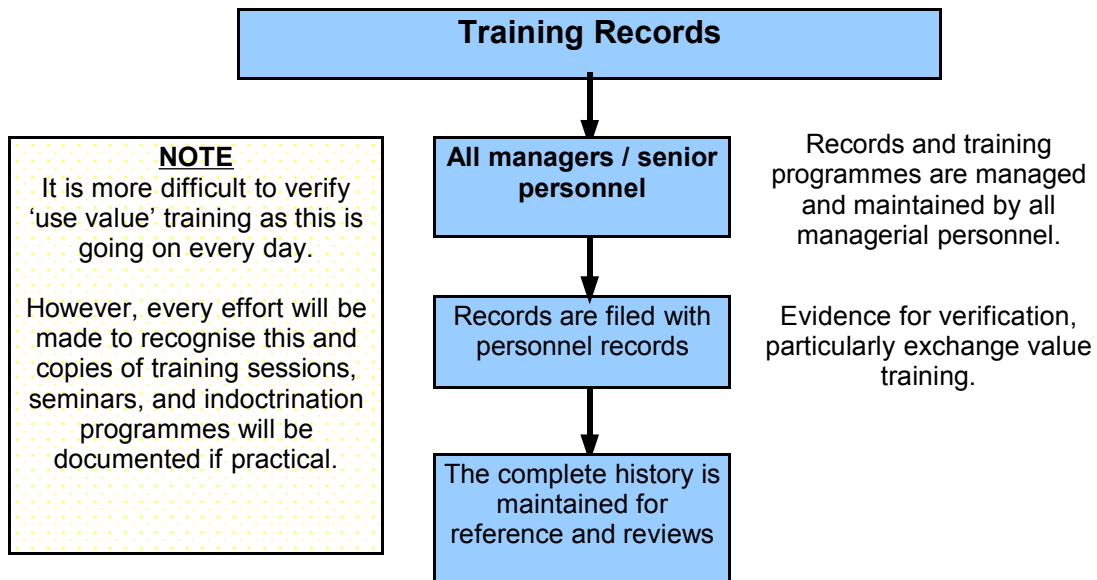
Returns Notes - Incoming



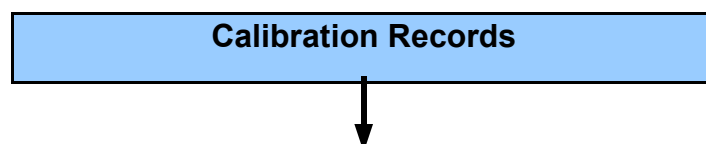


NB: Return Notes (outgoing) are dealt with via an order acknowledgement and filed in a live/dead returns file

Personnel / Training Records



Calibration Records



Quality Manager



Certificates are maintained with master schedule

Evidence for verification.

