

## **Q814**

### **PRODUCTION, QUALITY and INSPECTION RECORDS MINIMUM 10 YEAR RETENTION REQUIREMENT**

1. Seller shall retain objective evidence of inspections, test results and disposition of non-conforming parts and materials for a minimum of ten (10) years from date of final purchase order payment.
2. When applicable, the records shall be traceable to the specific parts, materials, production lot or batch, serial numbers, including heat and lot numbers of raw materials when appropriate.
3. Records shall be stored under conditions adequate to maintain the integrity of the documents and provide protection from accidental damage or destruction from fire, wind, water or similar accidental events.
4. If the records are maintained electronically, seller shall insure the means to retrieve the information remains available throughout the required retention period.
5. Records shall be available for review by Buyer, or authorized representatives of Buyer, on request. Seller may request a reasonable amount of time to retrieve or compile the information.
6. Additional retention time, if required, is subject to negotiation between Buyer and Seller.
7. Seller shall notify Buyer of any activity (new facility, sale of business etc.) that might impact the record retention status.