| **Sl No** | Document Description | **Document Reference** | **Rev**  **No.** | **Rev Date** | **Retention Period** | **File No.** | **Storage/ Maint. By** | **Remarks** |
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| **A)** | **Quality System Procedures:** |  |  |  |  |  |  |  |
|  | Control of documents | QSP/01 | 4 | 25.05.07 |  | **RI – 01** | **RRI/AS/05 with Mr.Arun** |  |
|  | Control of records | QSP/02 | 0 | 15.06.02 |  |  |
|  | Management review meeting | QSP/03 | 1 | 16.02.04 |  |  |
|  | Training | QSP/04 | 2 | 13.10.10 |  |  |
|  | Contract review | QSP/05 | 1 | 30.06.06 |  |  |
|  | Handling Customer complaints | QSP/06 | 0 | 15.06.02 |  |  |
|  | Design & Development | QSP/07 | 3 | 28.02.05 |  |  |
|  | Purchasing & outsourcing | QSP/08 | 2 | 4.09.04 |  |  |
|  | Production Planning, Process control, qualification of process and maintenance | QSP/09 | 1 | 07.01.07 |  |  |
|  | Identification & Traceability | QSP/10 | 0 | 15.06.02 |  |  |
|  | Customer Property & servicing | QSP/11 | 1 | 25.05.07 |  |  |
|  | Identification, handling, Preservation, storage & Packing | QSP/12 | 0 | 15.06.02 |  |  |
|  | Control of Monitoring and measuring devices | QSP/13 | 1 | 4.09.04 |  |  |
|  | Internal quality audit | QSP/14 | 1 | 09.12.03 |  |  |
|  | Monitoring & Measurement of product and process | QSP/15 | 3 | 05.8.06 |  |  |
|  | Control of Non-conforming Product | QSP/16 | 1 | 09.12.03 |  |  |
|  | Corrective Action & Preventive Action | QSP/17 | 0 | 15.06.02 |  |  |
| **B)** | **Work Instructions:** |  |  |  |  |  |  |  |
|  | Processing of aluminium casting | RRI/WI/01 | 2 | 15.02.05 |  | **RI – 02** | **RRI/AS/05 with Mr.Arun** |  |
|  | Processing of Bearing Housing | RRI/WI/02 | 2 | 15.02.05 |  |  |
|  | Processing of washers, bushers, Pins & spaces | RRI/WI/03 | 1 | 15.06.02 |  |  |
|  | Processing of CAM Part #7 | RRI/WI/04 | 2 | 01.08.03 |  |  |
|  | Processing of Stopper Part #10 | RRI/WI/05 | 2 | 15.02.05 |  |  |
|  | Processing of Nylon Bush Part #10 | RRI/WI/06 | 1 | 15.06.02 |  |  |
|  | Processing of reversal plate part #21 | RRI/WI/07 | 2 | 15.02.05 |  |  |
|  | Processing of crowned bearing Part #18 | RRI/WI/08 | 1 | 15.06.02 |  |  |
|  | Processing of release lever Part # 11 | RRI/WI/09 | 2 | 15.02.05 |  |  |
|  | Processing of release lever Part # 49 | RRI/WI/10 | 2 | 15.02.05 |  | **RI – 02** | **RRI/AS/05 with Mr.Arun** |  |
|  | Processing of eccentric bush part # 09 | RRI/WI/11 | 1 | 15.06.02 |  |  |
|  | Processing of screw bush part #08 | RRI/WI/12 | 2 | 15.02.05 |  |  |
|  | Processing of thrust screw part # 29 | RRI/WI/13 | 2 | 15.02.05 |  |  |
|  | Assembly of traverse unit and testing | RRI/WI/14 | 2 | 15.06.02 |  |  |
|  | Processing Of Screw Shaft, Nut & Pin Part # 12, 13, 15 | RRI/WI/15 | 2 | 15.02.05 |  |  |
|  | Processing Of Side Brackets Part # 09 | RRI/WI/16 | 2 | 15.02.05 |  |  |
|  | Processing Of Top Plate Part #10 | RRI/WI/17 | 2 | 15.02.05 |  |  |
|  | Processing Of Guide Rail Part #14 | RRI/WI/18 | 2 | 15.02.05 |  |  |
|  | Processing of angle part #11 | RRI/WI/19 | 1 | 15.06.02 |  |  |
|  | Processing of rollers part #17, 18, 26, 27 | RRI/WI/20 | 1 | 15.06.02 |  |  |
|  | Processing of pin part #21, 22, 30, 31 | RRI/WI/21 | 2 | 15.02.05 |  |  |
|  | Processing of guide roller bracket part #28, 29 | RRI/WI/22 | 1 | 15.06.02 |  |  |
|  | Processing of wire guide pulleys | RRI/WI/23 | 1 | 15.06.02 |  |  |
|  | Final assembling and testing of traverse assembly | RRI/WI/24 | 1 | 15.06.02 |  |  |
|  | Assembly of traverse unit | RRI/WI/25 | 2 | 15.06.02 |  |  |
|  | Trial run of traverse unit | RRI/WI/26 | 4 | 15.02.05 |  |  |
|  | Work instruction for electroplating | RRI/WI/27 | 1 | 15.06.02 |  |  |
|  | Assembling of traverse assembly | RRI/WI/28 | 2 | 15.06.02 |  |  |
|  | Trial run of traverse assembly | RRI/WI/29 | 4 | 15.2.05 |  |  |
|  | Welding | RRI/WI/30 | 1 | 15.06.02 |  |  |
|  | Painting | RRI/WI/31 | 2 | 08.01.07 |  |  |
|  | Work instruction for Zinc Coating | RRI/WI/32 | 1 | 15.06.02 |  |  |
|  | Work instruction for milling M/c | RRI/WI/33 | 2 | 15.06.02 |  |  |
|  | Work instruction for lathe | RRI/WI/34 | 3 | 15.06.02 |  |  |
|  | Work instruction for grinding M/c | RRI/WI/35 | 2 | 15.06.02 |  |  |
|  | Work instruction for drilling M/c | RRI/WI/36 | 2 | 15.06.02 |  |  |
|  | Work instruction for cutting M/c | RRI/WI/37 | 2 | 15.06.02 |  |  |
|  | Work instruction for Air Compressor | RRI/WI/38 | 2 | 15.06.02 |  |  |
|  | Work instruction for powder coating | RRI/WI/39 | 1 | 15.06.02 |  |  |
|  | Work instruction for fitting | RRI/WI/40 | 2 | 16.08.04 |  | **RI – 02** | **RRI/AS/05 with Mr.Arun** |  |
|  | Guidelines for selection of instruments | RRI/WI/41 | 2 | 15.06.02 |  |  |
|  | Work instruction for in-house calibration | RRI/WI/42 | 2 | 15.06.02 |  |  |
|  | Procedure for identification of inspection and test status | RRI/WI/43 | 1 | 15.06.02 |  |  |
|  | Quality plan | RRI/WI/44 | 1 | 15.06.02 |  |  |
|  | Work instruction for packing | RRI/WI/45 | 1 | 15.06.02 |  |  |
|  | Work instruction for servicing | RRI/WI/46 | 1 | 15.06.02 |  |  |
|  | Guide line for interpreting Cp, Cpk index | RRI/WI/47 | 1 | 15.02.05 |  |  |
|  | ERP database back-up procedures | RRI/WI/48 | 0 | 25.05.07 |  |  |
|  | ERP database back-up procedures on CD | RRI/WI/49 | 0 | 25.05.07 |  |  |
|  | Auto numbering | RRI/WI/50 | 0 | 25.05.07 |  |  |
|  | Steps to install ERP in new computer | RRI/WI/51 | 0 | 25.05.07 |  |  |
|  | Steps to update the customer requirements in ERP | RRI/WI/52 | 0 | 25.05.07 |  |  |
|  | Steps to prepare Tax / Labour Invoice | RRI/WI/53 | 0 | 25.05.07 |  |  |
|  | Steps to prepare purchase order | RRI/WI/54 | 0 | 25.05.07 |  |  |
|  | Steps to update the material receipts (GRN Entry) in ERP | RRI/WI/55 | 0 | 25.05.07 |  |  |
|  | Work instruction for Radial Drilling Machine | RRI/WI/56 | 0 | 25.05.08 |  |  |
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| **C)** | **Quality Plan:** |  |  |  |  |  |  |  |
|  | In-coming Quality Plan | RRI/IQP/01 | 1 | 5.08.06 |  | **RI - 03** | **RRI/AS/05 with Mr.Arun** |  |
|  | In-process Quality Plan | RRI/PQP/01 | 1 | 02.02.06 |  |  |
|  | Final Quality Plan | RRI/FQP/01 | 1 | 30.06.06 |  |  |
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| **D)** | **Lists:** |  |  |  |  |  |  |  |
|  | Approved supplier list | PUR/L/01 | Page wise revision is maintained for this document | |  | **RI - 04** | **RRI/AS/05 with Mr.Arun** |  |
|  | List of In-coming materials | PUR/L/02 | 0 | 15.06.02 |  | **RI – 05** |  |
|  | List of Machineries | MNT/L/01 | 10 | 13.10.10 |  | **RI – 06** |  |
|  | List of Monitoring & Measuring Devices | QCD/L/01 | 2 | 13.10.10 |  |  |
|  | List of Transporters | TRS/L/01 | 0 | 15.06.02 |  | **RI – 07** |  |
|  | List of shelf items | STR/L/01 | 0 | 15.06.02 |  |  |
|  | Feasibility Review Form | MKT/L/01 | 0 | 15.06.02 |  | **RI – 08** |  |
|  | Prices list for traverse units | MKT/L/02 | 1 | 01.06.08 |  |  |
|  | Prices list for traverse assembly | MKT/L/03 | 1 | 01.06.08 |  |  |
|  | Price list for spare parts | MKT/L/04 | 1 | 01.06.08 |  |  |
|  | Contract review checklist on receipt of order | MKT/L/05 | 0 | 15.06.02 |  | **ERP** |  |
|  | Continual Improvement Plan | CIP/L/01 | 0 | 15.06.02 |  | **RI – 10** |  |
|  | List of Internal Auditors | IQA/L/01 | 2 | 25.05.08 |  | **RI - 07** |  |
|  | List of Internal /External agency for training | TRG/L/01 | 0 | 15.06.02 |  |  |
|  | List Quality System Documents | MR/L/01 | 9 | 13.10.10 |  | **RI - 12** |  |
|  | List of Formats & Registers | MR/L/02 | 0 | 15.06.02 |  |  |
|  | List of External Origin Documents | MR/L/03 | 0 | 15.06.02 |  |  |
|  | List of drawings | MR/L/04 | 0 | 15.06.02 | Till prod. Is in use | **RI – 13** | **MP/ MKT** |  |
|  | Bill of Material | RRI/BOM/HT2 | 0 | 15.06.02 |  | **RI - 14** | **RRI/AS/05 with Mr.Arun** |  |
|  | Bill of Material | RRI/BOM/HT3 | 0 | 15.06.02 |  |  |
|  | Bill of Material | RRI/BOM/HT3N | 0 | 15.06.02 |  |  |
|  | Bill of Material | RRI/BOM/HT4 | 0 | 15.06.02 |  |  |
|  | Bill of Material | RRI/BOM/HT5 | 0 | 15.06.02 |  |  |
|  | Bill of Material | RRI/BOM/HT6 | 0 | 15.06.02 |  |  |
|  | Bill of Material | RRI/BOM/HT8 | 0 | 15.06.02 |  |  |
|  | Bill of Material | RRI/BOM/HT12 | 0 | 15.06.02 |  |  |
|  | List of Quality Records | QR/L/01 | 0 | 15.06.02 |  | **RI – 15** |  |
|  | Minutes of Management Review Meeting | MR/F/01 |  |  | **3 Yrs.** | RI-16 | **RRI/AS/05 with Mr.Arun** |  |
|  | Training Needs / Plan/ Calendar | TRG/F/01 | 1 | 13.10.10 | **1 Yr.** | **RI-17** |  |
|  | Training Attendance | TRG/F/02 |  |  | **1 Yr.** |  |
|  | Employee Record | TRG/F/03 |  |  | Till Employee in service |  |
|  | Training Effectiveness Record | TRG/F/04 |  |  | **1 Yr.** |  |
|  | Skill Matrix | TRG/F/05 |  |  | **1 Yr.** |  |
|  | Special Skill Certificate | TRG/F/07 |  |  | **As per Validity** |  |
|  | Enquiry Register | - |  |  | **ERP(system)** |  | **MP/ MKT** |  |
|  | Quotation | MKT/F/01 |  |  |  |  |  |
|  | Drawing issue control Register to customer | MKT/R/03 |  |  |  |  |  |
|  | Drawing issue control Register for Traverse Assembly | MKT/R/04 |  |  |  |  |  |
|  | Customer Complaint Register | MKT/R/05 |  |  | **3 Yrs.** |  |  |
|  | Design Change Register | DD/R/01 |  |  | **4 Yrs.** |  |  |
|  | Drawing Issue Control Register | DD/R/02 |  |  | **4 Yrs.** |  |  |
|  | Drawing Register | DD/R/03 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Plan | DD/R/01 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Input / Out put | DD/R/02 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Calculation | DD/R/03 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Review | DD/R/04 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Verification | DD/R/05 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Validation | DD/R/06 |  |  | **4 Yrs.** |  |  |
|  | Design & Development Validation Report | DD/F/07 |  |  | **4 Yrs.** | RI-26 | **RRI/AS/05 with Mr.Arun** |  |
|  |  | RRI/L/01 |  |  |  |  |  |
|  | Indent for Purchase of Materials | RRI/F/04 |  |  | **2 Yrs.** | RI-19 |  |
|  | Purchase Order | PUR/F/01 |  |  | **2 Yrs.** |  |  |
|  | Purchase Order for Subcontractor | PUR/F/02 |  |  | **2 Yrs.** |  |  |
|  | Supplier Selection & Evaluation Form | PUR/F/03 |  |  | **Till is in list** | **RI-18** |  |
|  | Supplier Rating Format | PUR/F/04 |  |  | **2 Yrs.** |  |
|  | Material Indent Note | PUR/F/05 |  |  | **2 Yrs.** | RI-19 |  |
|  | Order Position / Delivery Requirements | PRD/F/01 |  |  | **1 Yr.** | RI-20 |  |
|  | Weekly Production Plan | PRD/F/02 |  |  | **1 Yr.** | **RRI/AS/05 with Mr.Arun** |  |
|  | Daily Production Plan / M/c Wise Production Plan | PRD/F/03 |  |  | **1 Yr.** |  |
|  | Machine Wise History Register | MNT/R/02 |  |  | **Till M/c in use** |  |  |
|  | Preventive Maintenance Check List cum record | MNT/F/01 |  |  | **1 Yr.** | RI-21 |  |
|  | Breakdown Maintenance Register | MNT/R/01 |  |  | **1 Yr.** |  |  |
|  | Production Service Register | RRI/R/1901 |  |  | **3 Yrs.** |  |  |
|  | Daily Receipt cum Inspection Register | - |  |  | **1 Yr.** |  |  |
|  | Stock Register | - |  |  | **1 Yr.** |  |  |
|  | Periodic Inspection of Stock | - |  |  | **6 Months** |  | Production |  |
|  | Internal Parts order | - |  |  | **1 Yr.** |  |  |
|  | F G Register | - |  |  | **1 Yr.** |  |  |
|  | Calibration History Card | CAL/F/01 |  |  | **Till in use** | RI-22 | **RRI/AS/05**  **with Mr.Arun** |  |
|  | Internal/ Annual Audit Plan | IQA/F/01 |  |  | **3 Yrs.** | **RI-23** |  |
|  | Internal Audit Schedule | IQA/F/02 |  |  | **3 Yrs.** |  |
|  | Audit Observations Sheet | IQA/F/03 |  |  | **3 Yrs.** |  |
|  | Non Conformance Report/Internal Audit Report | IQA/F/04 |  |  | **3 Yrs.** |  |
|  | Test Certificates |  |  |  | **1 Yr.** |  | Production |  |
|  | Receipt Cum Inspection Register (Incoming) | RRI/R/02 |  |  | **1 Yr.** |  | Production |  |
|  | In-Process Inspection Register | RRI/R/04 |  |  | **1 Yr.** |  | Production |  |
|  | Test Report of Traverse Unit & Assembly | RRI/F/01 |  |  | **4 Yrs.** |  | Production |  |
|  | Inspection Report | RRI/F/03 |  |  | **1 Yr.** |  | Production |  |
|  | Non-conformance Register | NCP/R/01 |  |  | **2 Yrs.** |  | **RRI/AS/05**  **with Mr.Arun** |  |
|  | Corrective & Preventive Action | CAP/F/01 |  |  | **1 Yr.** | RI-24 |  |
|  | Process Measurable |  |  |  | **5 Yrs.** | RI-25 |  |
|  | BVQI- Audit Report |  |  |  | **5 Yrs.** | RI-27 |  |
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