

H & B Tool & Engineering Co., Inc.	Page No: 1 of 1	Procedure No: W424-01
	Effective Date: 2/20/23	Revision Level F
Title: PURCHASING-RECORD RETENTION CLAUSES		

PURPOSE

This document provides a set of minimum record retention requirements (clauses) for use in specifying the level of quality control H & B Tool & Engineering Co., Inc. will exercise over suppliers on procurements.

APPLICABILITY

The requirements contained in this document shall apply to all H & B Tool & Engineering Co., Inc. suppliers. Excluded are suppliers of stationary supplies, machine/machine tooling suppliers.

**AS AN H&B TOOL AND ENG. CO. INC. SUPPLIER
YOU SHALL MAINTAIN ALL RECORDS PER THE FOLLOWING.**

1. **QUALITY RECORDS, FORMS AND, OR DOCUMENTS USED TO SHOW EVIDENCE OF CONFORMITY TO PURCHASE ORDER REQUIREMENTS SHALL BE RETAINED BY THE SUPPLIER. ELETRONIC IMAGE OR MICROFILMED RECORDS ARE PERMISSIBLE, PROVIDED THEY ARE CONTROLLED, RETAINED AND PER THE SAME REQUIREMENTS IDENTIFIED BY THE SUPPLIERS PROCEDURE FOR HARD COPY RECORDS. ELECTRONIC RECORDS STORAGE MEDIA MUST BE CAPABLE OF MAINTAINING DATA INTEGRITY FOR THE FULL RETENTION PERIOD.**
2. **QUALITY RECORDS INCLUDE, BUT ARE NOT LIMITED TO:**
 - DELIVERABLE AND NON DELIVERABLE SOFTWARE VERIFICATION AND VALIDATION.
 - FIRST ARTICLE INSPECTION REPORTS.
 - RECEIVING INSPECTION RECORDS (TEST REPORTS, MATERIAL CERTIFICATIONS, ECT.).
 - INPROCESS OR FINAL INSPECTION, AND TEST RECORDS.
 - MANUFACTURING OR FABRICATION RECORDS, (PLANNING SHEETS, PART ROUTERS, ECT.).
 - PROCESS CONTROL RECORDS, (USED AS ACCEPTANCE CRITERIA).
 - RADIOGRAPHS, TECHNIQUE SHEETS AND RELATED ACCEPTANCE REPORTS.
 - TRAINING RECORDS.
 - NONCONFORMING MATERIAL DISPOSITION.
 - PROCUREMENT DOCUMENTS (SUPPLIER PLACED ORDERS).
3. **UNLESS OTHERWISE SPECIFIED, QUALITY RECORDS SHALL BE RETAINED FOR THE MINIMUM RETENTION PERIODS BELOW.**
 - FIVE (5) YEARS FROM TIME OF MANUFACTURE FOR OFF-THE-SHELF OR INDUSTRY STANDARD PARTS.
 - TEN (10) YEARS FROM TIME OF MANUFACTURE FOR ALL PARTS OTHER THAN OFF-THE-SHELF OR INDUSTRY STANDARD PARTS.
 - THIRTY (30) YEARS FROM DATE OF MANUFACTURE FOR MANNED SPACE PROGRAM HARDWARE.
 - FORTY (40) YEARS FROM DATE OF MANUFACTURE FOR FLIGHT SAFTEY OR CRITICAL, MAJOR ROTOR PARTS.
4. **UNLESS OTHERWISE SPECIFIED, RADIOGRAPHS SHALL BE RETAINED FOR THE MINIMUM RETENTION PERIODS BELOW.**
 - FIVE (5) YEARS FROM DATE OF MANUFACTURE FOR MILITARY HARDWARE, TURBINE AIRFOIL CASTING, RADIOGRAPHS FOR INTIAL CASTING QUALITY.
 - TEN (10) YEARS FROM DATE OF MANUFACTURE FOR CASTINGS OR PARTS REQUIRING SERIAL NUMBER TRACEABILITY.
 - FORTY (40) YEARS FROM DATE OF MANUFACTURE FOR FLIGHT SAFTEY OR CRITICAL MAJOR ROTOR PARTS.
5. **SUPPLIER RECORDS SHALL BE AVAILABLE FOR REVIEW BY H&B TOOL, ITS PRIME SOURCE CUSTOMERS, AND REGULATORY AUTHORITIES IN ACCORDANCE WITH CONTRACT OR REGULATORY REQUIREMENTS.**
6. **RECORD RETENTION REQUIREMENTS SHALL BE REQUIRED PER THIS ATTACHMENT TO H&B PURCHASE ORDER AND PRIME CUSTOMER REQUIREMENTS**
7. **DISPOSITION OF QUALITY RECORDS AFTER DESIGNATED PERIODS (STATED IN SECTION 4) SHALL BE AT THE DISCRETION OF H&B TOOL. CONTACT PURCHASING AGENT FOR DISPOSITION DIRECTION.**

REV	DATE	DESCRIPTION OF CHANGE	MODIFY BY
C	01-02-18	REVISE FOOTER REMOVE FILE NAME REMOVE PROCEDURE NO W424-01 AS 9100 REV D CHANGE	B GOSSELIN
D	05/13/19	Replaced Procedure No. 424-01. Format adjustments	T Jennison
E	1/20/23	Added section 7 to reference the disposition of quality records	A Crispino
F	2/20/23	Corrected Section 3 typo "Four (5) to Five (5)"	S. Brantley