

This document is an excerpt from the Woodward original document No.: 3-OF-02334, Rev. E related to Process Records, applies to All Suppliers.

7.0 Process Records

7.1 Retention of Data and Test Coupons

The Woodward Supplier Quality Requirements (2-OF-01420) define what documentation and test coupons are required to be supplied with the product. This section refers to what documentation and test coupons are required to be retained at the supplier.

To support quality audits and to provide physical samples for future evaluation, it is critical that both data and test coupons be maintained for a predictable amount of time after the production of the PCBAs. The following table shall be used as minimum guidelines for the retention of these items.

Item	Type	Minimum Quantity per Lot	Minimum Retention Period
Bare PCB Coupon	Coupon	2	5 Years
Crimping Pull-Test Samples	Coupon	3	5 Years
In-process inspection data including, but not limited to: Manual Visual Inspection Staking Sample Data Crimping Sample Data Conformal Coating Sample Data Automatic Optical Inspection X-Ray Inspection Flying Probe Measurements In-Circuit Test Data Functional Test Data ESS Test Data	Data	1	15 Years
Equipment Calibration Data	Data	1	10 Years
Equipment Traceability Data	Data	per Serial Number	10 Years
Equipment Preventative Maintenance Logs	Data	per Item	2 Years
Work Instructions/Operation Routing Sheets	Data	per Serial Number	15 Years
PCBA Photographs	Data	per Serial Number	15 Years
Final Functional Test Data	Data	per Serial Number	15 Years
Material Traceability Data	Data	per Serial Number	15 Years
Shipping Records (CoC, Test Data, Traceability, S/N, ...)	Data	per Serial Number	15 Years
First Article Records	Data	per Serial Number	15 Years
PPAP Records	Data	per Serial Number	15 Years
Supplier Records (CoC, test data, Concessions, ...)	Data	per Serial Number	15 Years
Control Charts / Control Plans	Data	per Occurrence	1 years
Internal Audit Records (including RCCA)	Data	per Occurrence	7 years
Supplier Survey/Approvals	Data	per Occurrence	7 years
Supplier Corrective Actions	Data	per Occurrence	7 years
Training Records	Data	per Member	15 years

7.2 Training Records

All operators that handle or support Woodward EMSE products shall be trained at a minimum of every two years on all applicable manufacturing and quality requirements (including all referenced Woodward, government, or industry standards) defined within this document. Training records shall be available for review by Woodward.

Additionally, an evaluation of competence shall be performed after the training is completed as recommended per the referenced Woodward, government, or industry standard.

Personnel Proficiency: All instructors, operators, and inspection personnel shall be proficient in the task to be performed. Objective evidence of that proficiency shall be maintained and be available for review.