APPROVED,

EXECUTIVE DIRECTOR

Ing.

BOGDAN RADULESCU

TECHNICAL COMMISSION APPROVAL

Minutes No.:

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DOCUMENTS ARCHIVING

CODE: RO-NANDTB 03

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EVIDENCE OF CHANGES

NO. CRT.	Edition / Revision	Name , signature Modificat by:	DATE

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1. DOMAIN

The procedure is applied in the activity of keeping and archiving the documents issued by RO-NANDTB and received from outside RO-NANDTB.

2. SCOP

This procedure establishes the general rules regarding :

- retention of documents ;
- withdrawal and destruction / retention of documents .

3. DEFINITIONS AND ABBREVIATIONS

3.1. DEFINITIONS

Document – information and the environment that contains them. EXAMPLE: Records, specifications, documents, drawings, reports, standards.

Note: The environment can be paper, magnetic, electronic or optical computer disk, photo or sample master, or a combination thereof.

Recording - document that triggers the obtained results or can provide evidence of activities perform.
NOTES: 1. The records may be used , for example , in order to formalize the traceability and to provide evidence relating to verification , share the preventive and action corrective .
2. In general, it is not necessary that the records to be subject to revision control.

3.2. ABBREVIATIONS

RO-NANDTB – National aerospace association for non-destructive control

NDT – Non-destructive testing

4. DOCUMENTE DE REFERINŢĂ

SR EN ISO 9000:2015	Quality management systems. Fundamental principles and vocabulary.
SR EN ISO 9001:2015	Systems management quality. Requirements
RO-NANDTB 01	Documents Control
RO-NANDTB 02	Calification and Certification of NDT Personnel

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5. PROCEDURE

5.1. ISSUE OF DOCUMENTS

5.1.1. The following types of documents are used within the RO-NANDTB compartments:

a) Own, issued by RO-NANDTB;
b) Received from outside RO-NANDTB.

These documents, original or copies can be of different types: letters, faxes, standards, technical documents, financial-accounting documents, other types of documents on paper or computer media.

5.2. RETENTION OF DOCUMENTS

5.2.1. The archiving of the documents must be accomplished by keeping, as a rule, the original copy. Thus, for the documents developed, RO-NANDTB must archive the original copy.

5.2.2. The preservation/retention of the documents is done with the assurance of their protection against the loss of confidentiality, the incorrect use, the damage.

5.2.3. Annex 1 contains the categories of documents for which, by this procedure, the duration of storage and the persons responsible for storage have been established

5.2.4. Paper documents are kept in the RO-NANDTB, in bookshelves, organized by subject.

5.2.5. The storage space ensures adequate conditions so that the documents are not exposed to floods and / or condensation, fires, large variations in temperature / humidity, there is no possibility of theft or unauthorized removal, to be protected from possible actions of insects / rattlesnakes. .

Evidence documents stored is secured on electronic support (Excel).

5.3. ACCESS TO ARCHIVED DOCUMENTS

Access to the archived documents is made with the approval of the Executive Director. These may be requested for presentation by the third party in the audits carried out at RO-NANDTB.

5.4. WITHDRAWAL OF DOCUMENTS

5.4.1. Withdrawal and cancellation of outdated documents (out of use)

On the outdated documents and in the records of the documents is inscribed "CANCEL". Once declared obsolete, documents must be properly marked to prevent their use.

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5.4.2. Destruction of canceled / damaged documents

After the established retention period, the canceled documents are analyzed and respectively selected to be destroyed.
Canceled documents (on paper) are destroyed.
The document destruction report is prepared by the secretary and is approved by the Executive Director and is attached to the list of records of documents.

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