

AIRTIFICIAL	PROCEDIMIENTO INTEGRADO/STANDARD OPERATING PROCEDURE	INTEcrdr
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CONTROL RETENCIÓN DE LOS REGISTROS / RECORD RETENTION CONTROL

ACCIÓN/ACTION	NOMBRE/NAME	FUNCIÓN/FUNCTION	FECHA/DATE	FIRMA/SIGNATURE
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REGISTRO DE REVISIONES / RECORD OF REVISIONS

REV	FECHA / Date	Modificaciones / Changes	Preparado por / Prepared by:	Revisado por / Reviewed by:	Aprobado por / Approved by:
001	<i>Ver fecha en firma digital</i>	Antiguo MGCAcrdr001 que se pasa a Instrucción Técnica "INTEcrdr001".	ANTONIO M. CASADO	Jesús Sánchez de Ibargüen	Manuel Gutiérrez Núñez

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1. OBJETIVO	1. OBJECTIVE
<p>El objeto de este documento es indicar los períodos de retención de la documentación y los registros de Airtificial Aerospace & Defense.</p>	<p>The purpose of this document is to indicate the retention periods for Airtificial Aerospace & Defense documentation and records.</p>
2. APLICABILIDAD	2. APPLICABILITY
<p>Es de aplicación a los centros:</p> <ul style="list-style-type: none"> • Airtificial Aerospace & Defense: Carretera N-IV Km. 628, Aeropuerto Jerez de la Frontera 11407. Jerez de la Frontera. (Cádiz), Spain • Airtificial Aerospace & Defense TecnoBahía: Parque Tecnobahía de Cádiz, C/ Ingeniería nº4, Ctra. El Puerto – Sanlúcar km 5.5, 11500 El Puerto de Santa María (Cádiz), Spain. • Airtificial Aerospace & Defense Engineering: Parque Tecnológico Aeroespacial de Andalucía, Calle Juan Olivert 24, 41300 - La Rinconada (Sevilla), Spain. 	<p>It applies to the centers:</p> <ul style="list-style-type: none"> • Airtificial Aerospace & Defense: Highway N-IV Km. 628, Jerez de la Frontera Airport 11407. Jerez de la Frontera. (Cádiz), Spain • Airtificial Aerospace & Defense TecnoBahía: Parque Tecnobahía de Cádiz, C/ Ingeniería nº4, Ctra. El Puerto – Sanlúcar km 5.5, 11500 El Puerto de Santa María (Cádiz), Spain. • Airtificial Aerospace & Defense Engineering: Parque Tecnológico Aeroespacial de Andalucía, Calle Juan Olivert 24, 41300 - La Rinconada (Seville), Spain.
3. DOCUMENTACIÓN	3. DOCUMENTATION
<p>3.1 DOCUMENTACIÓN APLICABLE</p> <ul style="list-style-type: none"> - ISO9001: Sistemas de Gestión de Calidad. Requisitos - EN9100: Sistema de Gestión de la Calidad. Requisitos para las organizaciones de aviación, espaciales y de defensa - ISO 14001: Sistemas de gestión ambiental. Requisitos con orientación para su uso. - ISO 45001: Sistemas de gestión de la seguridad y salud en el trabajo. - PECAL 2110: Requerimientos OTAN para el Aseguramiento de la Calidad para el Diseño, Desarrollo y la Producción. - PECAL 2210: Requisitos OTAN de aseguramiento de la calidad del software, suplementarios a la PECAL 2110. - PECAL 2310: Requisito OTAN para los sistemas de gestión de calidad de suministradores de aviación, espaciales y Defensa. - ISO 22163: Aplicaciones ferroviarias. Sistema de gestión de la calidad. Requisitos del sistema de gestión de la calidad para organizaciones ferroviarias. <p>3.2 DOCUMENTACIÓN DE REFERENCIA</p> <ul style="list-style-type: none"> - PGCAcodi: Control de la Documentación y Registros 	<p>3.1 APPLICABLE DOCUMENTATION</p> <ul style="list-style-type: none"> - ISO9001: Quality Management Systems - Requirements - EN9100: Quality Management Systems - Requirements for Aviation, Space and Defense Organizations - ISO 14001: Environmental management systems. Requirements with guidance for use. - ISO 45001: Occupational Health and Safety Assessment Series. - PECAL 2110: NATO Requirements for Quality Assurance for Design, Development and Production. - PECAL 2210: NATO software quality assurance requirements, supplementary to PECAL 2110. - PECAL 2310: NATO requirement for quality management systems of aviation, space and defense suppliers. - ISO 22163: Railway applications. Quality management system. Quality management system requirements for railway organisations. <p>3.2 REFERENCE DOCUMENTATION</p> <ul style="list-style-type: none"> - PGCAcodi-Management of Records

- PGCAinfo: Procedimiento de Informática	- MM-CARB-Annex-6-Applicable Regulations
4. DESARROLLO	4. DEVELOPMENT

<u>Applicability</u>						<u>Content Type:</u>	<u>Content Type Category</u>	<u>Non-exhaustive list of records</u> <i>Note: Process Owner is accountable for identifying the records to be archived</i>	<u>Archiving duration</u> (guidelines):	<u>Archiving Mandatory for supplier deliverables:</u> Information produced by suppliers that shall be archived by Airtificial Archiving Services
DOA	POA: (1) Conformity Data which supports conformity of a product, part, or appliance should be kept for not less than three years from the issue date of the related Statement of Conformity or Authorised Release Certificate (3 Years after TOT as a standard guidance). (2) Airworthiness Data considered essential for continuing airworthiness should be kept throughout the operational life of the product, part or appliance (LOP + 6 "years" as a standard guidance)	MOA	CAMO	EN9100 EN9110 ISO14001 ISO-TS-22163	Legal	I: General governance & HR records II: Commercial, Tax & Finance records III: EHS & Facilities records, IV: Product & Services records V: Suppliers records			Archiving starts at record released date (eg: for documentation when document is authorized) TOT: Transfer of Title LOP: Operational Life of the (individual) Product (aircraft, engine...) . (as an example: LOP + 6 = LOP + 6 years) PRG: (Programme) until TC revocation by Aviation Authority or TC transfer to another Design Organization.	
					X	I	Company Governance Documents	Articles of Incorporation or Deed of Incorporation, Articles of Association, By-laws, Amendments (and other Company Formation Documents)	Life of the company and 10 years after liquidation	
								Minutes of Board Meetings and Shareholder Meetings	Life of the company and 10 years after liquidation	
								Convening Notices, Proxies, Board of Directors' Reports	3 years from date of meeting/report	
								Shareholders' Register	Life of the company	
								Shareholder Meeting Attendance Sheets	6 years from date of meeting	
								Register of Directors and their residential addresses, Register of Secretaries, Register of Members, Register of Interests in Shares, Register of Charges, Register of Debenture Holders	Life of the company	
								Share Transfer Registers and Share Transfers Forms, Securities Registration Statements, Annual Securities Reports and Internal Control Reports	Life of the company or 6 years from the last entry in the document	
								Corporate Documentation and Management Reports	6 years from the date of issuance of the report	
								Enterprise Risk Management (ERM) Confirmation Letter, Scoping Letter, Executive Summary	10 years	

					X	I	IPR (Intellectual Property Rights)	Signed Documents related to Patent Filing and Patent Deeds	20 years	
								All Documents describing a new technical solution, Company Knowhow and other than Documents related to a Patent Filing or an on-going Litigation and Associated Publication	14 years	
X	X	X	X	X		I	Business Management System Documentation	BMS Procedural Documentation (Governance, Process, Organization Procedural documentation), Quality Plans, Records of Quality Systems reporting to the management	5 years	
							Employment	Pay slips	7 years from the date of insuance	
								Documents relating to salaries, premium benefits	5 up to 10 years after termination of employment depending on the country	
								Employee contracts	7 years after termination of employment	
								Employee history	6 years after employment ceases	
								Employee tax records	4 years	
					X	I		Documents relating to the accounting of working hours	1 year	
								Documents relating to the accounting of of working days	3 years	
								Recruitment records, including resumes and applications of non- hires	2 years	
								Anonymised sickness records	6 years	
								Absentee records (eg: Maternity, paternity, adoption records)	4 years	
								Pension records	7 years after relevant fiscal year	
								Worker's Compensation Claims Information	10 years	
							Wage Books and relevant payroll documentation	5 years from the employee's date of departure/termination of employment		
					X	II	Commercial Records	Signed MOU, Published Commitment Letter, Services Deal Assessment Result	5 years after end of obligation or termination	
								Pre-contractual Documents: Proposal, Bid, Approved Submissions, Quotations	10 years	
								Contracts	10 years after end of obligation or termination	
								Commercial Documents (Customer/Supplier's Invoices, Purchase and Delivery Orders).	10 years after end of obligation or termination	
								Incoming and copies of outgoing Commercial Correspondence	10 years	
								Inventories, Opening Balance Sheets, Statement of Income and Expenditures	10 years	
							Annual Accounts	10 years from the end of the relevant financial year		

							Accounting Records (including Records of Assets and Liabilities, Monetary Transactions, Ledgers, Journals) and supporting documents such as Checks and Invoices	10 years	
							Bank Records	10 years from the end of the accounting year	
							Accounting Documents in relation to the liquidation of the company	10 years after end of obligation or termination	
							Background financial information on customers, including client categorisation records and information on client suitability	10 years	
					X	II	Financial Report	Financial Auditor's reports and accounting audit reports (including documents received from clients, any audit working papers and copies of clients' financial statements)	10 years
					X	II	Tax	Any document to which the fiscal administration's right of audit can apply (Cheques, Tax returns, Tax Department working papers)	At least 7 years after end of the relevant financial year
							Copies of outgoing tax correspondence	6 years	
							Documents in connection with customs declarations	10 years	
					X	II	Value added tax (VAT)	VAT account and all VAT invoices (issued and received). Documents relating to imports and exports	10 years
					X	III	Land, Buildings and Infrastructure records	Land and Building certificates and title deeds, Original property or land purchase or transfer agreements, Mortgage records	30 years from the end of the contract term
							Conveyancing records related to land and property: Available Leased Work Area Solutions	6 years	
							Buildings and Infrastructure records to claim damages during the statutory period of limitation: planning and building permission, examined required building documentation, building technology certificates (fire protection, heat insulation, sound insulation, statics etc.), certification from an certifier/registered inspector	Lifecycle of Building + 5 years	
							Statutory retention of planning and building permission records: Building Terms & Conditions of Renting, Land Ownership Title Work Area Lease Contract	Lifecycle of Building + 40 years	
			X		X	III	Documents which support and demonstrate continue Compliance of Sites, Installations, Services and Products to Environmental Regulations	All Environmental Administrative Dossiers (Civilian Authorities Reports, Reports of Legal Monitoring and Analysis, ...), Regular Environmental Regulatory Survey Minutes, Follow-up SEVESO Environmental Site Categorization, Environmental Regulatory Prescription, List of Local Environmental Legal Requirements applicable to Sites, Evidence of Monitoring of the Dispositions to Control Environmental Significant Aspects (when relevant), Management reviews....	Indefinitely

				X	X	III	Environmental Records	Product Process Records, Product Records (COSHH), Review of Process Audits, Incidents/Anomalies.	5 years	
								Records of all exchanges with Interested Parties Environmental Communication Plan at Corporate and Sites Level	5 years	
								Environmental Analysis, EMP, Operational Performance Monitoring, Measurement and evaluation, ...	5 years	
								Rapport Annuel du CSTM (Conseiller Sécurité Transport Marchandises Dangereuses)	5 years	
								Environmental Emergency Situation Exercises Reports	5 years	
								Environmental Accident Reports	40 years	
				X	X	III	Health and Safety	Risk Assessment documents, formal demands and comments made by labour inspectors, iodising radiation devices	Until a new assessment takes place to render the existing assessment invalid	
								Specific plan for health and safety protection	5 years from the date of completion of the works	
								Documents related to health, security and working conditions	5 years	
								Assessment of noise or vibration levels	10 years	
								Medical file of employees working with asbestos or other dangerous substances	40 years	
								Accident books (and lists of reported industry accidents resulting in the absence of more than 3 days from work)	20 years	
								Fire equipment certificate	For as long as the certificate is valid	
								Record for protection of workers related to the risk of asbestos at work: asbestos register	Lifecycle of Building + 30 years	
				X	X	III	Documents which support the legislation concerning Substances (REACH)	All document sent to ECHA, List of Pre-registered substances, List of uses and contacted suppliers, Evidence of transmissions of RA data to LRE manager,	Indefinitely	
					X	IV	Product Safety	Answer to Safety Recommendation addressed to Airtificial; Occurrence Reporting; Safety Coordination meeting MoM, Safety Steering Committee MoM, Product Safety Committee MoM	LOP + 20 years	
X	X (1)	X	X			IV	Design Organization Signatories and Certifying Staff	For DOA: DOA authorized authorities; Technical Signatories, Airworthiness Signatories and DOA Independent Monitoring Signatories, including their (e.g. CVE/DAE) Qualification, Training and Experience Records..	For DOA authorized authorities and signatories: 2 years after leaving the role or withdrawal of the signature authorization	
								Records of Airworthiness Review Staff, records of Certifying Staff / Information for Qualifying and Following up Authorised Signatories: Authorization Record Sheet for Aircraft	At least 2 years after leaving the role/organisation or withdrawal of the signature authorisation	

							Authorized Personnel ; On-the-Job-Training Form ; Qualification Card for Aircraft Certifying Staff ; Authorization Record Sheet for EASA Form 1 Certifying Staff ; Authorization Withdrawal for POA Authorized Personnel (including Quality Authorization); Aircraft Authorized Personnel Stamp Allocation, List of Authorised Signatories ; Surveillance of Aircraft Conformity Managers/Certifying Staff. NDT Certification Record (Record of Trainings, Qualifications & Certification)		
X					IV	Design Data, Design Reviews, Design Validation & Verifications (to ensure the continued airworthiness of the approved designs)	Aircraft Design Declaration, Aircraft Design Verification Status, Aircraft Operability and Design Maturity Trade-Off Study, Critical Design Review, Customized System Design, Design Verification Evidence, Installation and Functional Design Data, Reference Structure Design Principles Accepted Module Qualification Test Reports, Qualification Test Program, Qualification Test Report	PRG	X
X					IV	Certification Compliance Documentation (related to the TC, Change to TC)	Acoustic Certification Dossier, Aircraft Certification Dossier, Aircraft Performance Certification Dossier, Airframe Certification Document, Cabin/Cargo Multi Module Type Certification Dossier, Certification / Development Ground Test Requirements, Certification Classification Result, Certification Flight Test Report, Engine Performance Certification Dossier, Module Certification Dossier, Qualification Compliance Sheet	PRG	X
	X (1,2)				V	Documents which support and demonstrate continue identification of the producto	Traceable Items*: Traceability Records, Storage Records, Non Traceable Items: Records of Procurement Sources, receiving Inspection Records	LOP + 6 30	X
X					IV	Instructions for continued Airworthiness (ICA)	Technical Publications (eg: AMM, IPC, Service Bulletins, SRM)	LOP + 3	
X					IV	Document supporting the continued Airworthiness Obligations	Occurrence Reporting Table, Reportable Occurrence, Minutes of the Airworthiness Review Meeting, AMOC Approved	PRG	
	X (1)				IV	Records supporting conformity of an aircraft or an item during Production/Flight test phases	Attested (Electronic) Work Order, Follow-up sheet, Stamped Parachevement form, Attested GTI/RTI + DU, Stamped Measurement Table (MET/MEA/MRG), Technical log book (created, updated.), Logbook APU, batteries, ELT and Engine	3 years after TOT	
	X (1)				IV	Records supporting A/C Release Permit to Fly	A/C Pre First Flight Attestation, Customized PATM Updated Including Completion Certificate, Temporary A/C Radio License (designation vary depending on country), PACC for Engine Run, PACC for FAL Operational Test, PACC for First Flight, (Production) Flight Order	3 years after TOT	
	X (1,2)				IV	Records supporting Aircraft statement of Conformity	CAIR, Approved Production AIR, Approved Customer AIR, Approved Revised Customer	LOP + 6	

							EASA Form 52 (to ensure the continued airworthiness of an aircraft or an item)	AIR, PATCC Signed, Airworthiness Directive Compliance List (ADCL), Aircraft statement of Conformity (EASA Form 52)		
	X (1) X (2)					IV	Records supporting Aircraft statement of Conformity EASA Form 53 (to ensure conformity & continued airworthiness of an aircraft or an item)	Airtificial Delivery Centre Work order as per M1117.3.3, Airtificial Delivery Centre Action list as per M1117.3.3, Customised Software & Data Loading Form as per M1117.3.3	3 years after TOT	
	X (1)					IV	Aircraft POA/DOA transfer	Certificate of POA/DOA transfer for Development Aircraft, Statement of Conformity for a Development Aircraft	3 years after TOT	
			X			IV	Status and Detailed Maintenance Records to determine the Continuing Airworthiness and Configuration of the A/C relevant for future Maintenance.	Latest Product Status (AD Status , Modification/Repair Status, Compliance with A/C Maintenance Programme)	2 years after A/C - Engine - Propeller - Component withdrawal from Service	
					X	IV	Record keeping of all Documents relating to Shipment of Export Controlled Parts/Equipments/Material s	OD (outbound delivery) Papers of all A400M Shipments occurring outside France OD Papers of Shipments relating to Civil Controlled Products (List of Control Product under Trade Controls Department Ownership) All Documents related to the export or transfer (Inter natcos and inter Site) of controlled materials and technology (Licenses, Classifications, Communications with Authorities, Delivery Notes and other Commercial Documents).	10 years	
	X (1)			X	X	IV	Good Receipt Documentation	Document attesting Product Conformity or Information supporting Conformity Demonstration (e.g. ARC), POA Transfer Attestation (Shipping Statement on Delivery Note), Declaration of Conformity,	3 years after TOT	
	X (2) X (1)			X	X	IV	Documentation issued at Shipping	Document attesting Airworthiness or Information required for Continuous Airworthiness (e.g. EASA Form 1 issued by Airtificial, Declaration of Conformity)	LOP + 6	
	X (2)	X		X		IV	Control of Inspection, Measuring and Test Equipment Records	Equipment Registration, First Approval Details Records,	LOP + 6	
	X (1)	X		X		IV	All Inspection, Measurement and Test Equipment Records which supports Conformity of a Product	Calibration Records, Tooling periodical Inspection Records, Certificate of Standards Calibration, Test and Measurement Equipment Information Sheets	6 years	

	X (2)						Accepted Concession Suffix R, Accepted Concession Suffix permanent suffix C, P, T,	LOP + 6	X
	X (1)	X		X		IV	Records related to Non Conformance Accepted Concession with non permanent suffix (no suffix, FWCO), Closed Nonconformity Notification, Closed Quality Survey Report note: Only information describing the NC needs to be archived. Information justifying the NC and associated decision does not need to be archived	3 years after TOT	X
				X		IV	Corrective/Preventive Action Reports, Investigation Information and Report of the cause of the Non-Conformance, Effectiveness of Corrective Actions Evaluation Records	6 years	
				X		IV	Internal Quality Audit Records Reports of Quality System Audit, Process Quality Audit, Product Quality Audit and Service Quality Audit conducted for internal purposes	5 years	
X	X (1)	X	X	X		V	Evaluation of Suppliers Audit and Assessment Reports (including SCR), Acceptable Suppliers Qualification (Approval only not linked to Product), Performances, Quality Trends, verification and follow-up, historical Information, Supplier Purchase Orders.	6 years	
	X (2)			X		V	Records related to Supplied Product Supplier First Article Inspection (FAI) Records, Constituent Assembly Inspection Report (CAIR), Supplier Certificates of Compliance, Receiving Inspection Reports	LOP + 6	
	X (2)	X		X		V	Control of Customer Supplied Product Airtificial or Supplier Discrepancy Reports, Inspections Reports, Calibration Reports or Reports used for Product Certification	LOP + 6	
							Airtificial or Supplier Discrepancy Reports, Re-inspections Reports, Re-calibration Reports Stock-Checks,	3 years after TOT	
	X (1,2)			X		V	Documents which support and demonstrate continue identification of the product Traceable Items*: Traceability Records, Storage Records, Identification Serial or batch numbers Registration, Records of Procurement Sources, receiving Inspection Records	LOP + 6	X
							Non Traceable Items: Records of Procurement Sources, receiving Inspection Records	30	