

	<h1 style="text-align: center;">Quality Assurance</h1> <h2 style="text-align: center;">Records Manual</h2>		<b>Document Number:</b>  RM-SS-11.01
	<b>Department:</b> Quality Assurance	<b>Effective Date:</b> January 22, 2021	<b>Revision No</b> 2

Record Code	Record Name	Type	Records Definition	Retention Schedule		Disposal Method
				Active	Inactive	
QAD 1.0	Key Performance Indicator	Soft	Key Performance Indicator for each department and quarterly results	1 year	3 years	Delete
QAD 2.0	Management Review	Soft	Contains Management Review Presmat and MoM (Minutes of Meeting) and Top Management Report for actual ISO audit	1 year	3 years	Delete
QAD 3.0	Document Control Files					
QAD 3.1	Posted Documents	Soft/Hard	Contains controlled documents and original documents of F2 Global Logistics, Inc. and F2 Logistics Philippines, Inc. posted on Intranet	Until superseded	4 years	Delete Shred
QAD 3.2	Controlled Documents for Warehousing Accounts	Soft	Contains photocopy/scanned copy of controlled documents given to concerned internal customer for Third Party concerns and internal purposes	Until superseded	4 years	Delete
QAD 4.0	Internal Training Materials	Soft	Contains presentations materials of training conducted by Quality Assurance Department	Until superseded	3 years	Delete
QAD 5.0	Customer Survey	Soft	This contains the feedback from the Customers and the analysis of annual (January - December) results which consists of Presentation Materials and Accomplished CSAT Feedback in excel file format of survey conducted for the following Business Units: - F2 Global Logistics, Inc. - F2 Logistics Philippines, Inc. - Warehousing Accounts	Until superseded	3 years	Delete
QAD 6.0	Quality Audits					
QAD 6.1	Quality Workplace	Soft/Hard	Contains QWP Audit Results/Checklist	1 year	3 years	Delete Shred
QAD 6.2	Records Management	Soft/Hard	Contains RM Audit Results/Checklist	1 year	3 years	Delete Shred
QAD 6.3	2P/SOP/QMS	Soft/Hard	Contains QMS Audit Results/Checklist	1 year	3 years	Delete Shred
QAD 6.4	MVVQ	Soft/Hard	Contains Mission-Vision-Values-Quality Policy Audit Results/Checklist	1 year	3 years	Delete Shred
QAD 6.5	GWP Audit	Soft/Hard	Contains Monthly GWP Audit Results	1 year	3 years	Delete Shred
QAD 7.0	Monitoring Files	Soft	Files monitoring of the following reports: Mancom Report, LM Reports and Other reports	Until superseded	3 years	Delete

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**