

Zana Kamangar

From: Zana Kamangar
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Subject: IT's Controlled Documents

QPM-19-1: IT's Controlled Documents:

All NEE ITs are responsible for maintaining their controlled documents record **updated**.

Below is the list of the control of records and documents which an IT must keep:

	Controlled Document	Description	Filing directions
1	Ice Point Test form (IPT)	Inspectors must always have valid IPT with the thermometer.	A hard copy and valid IPT form are kept with the thermometer at all times.
2	Inspection Report	Inspector should fill out an inspection report for each examination. Keep a blank digital or hard copy on hand.	A digital or hard copy of the full inspection report is sent to NA weekly.
3	Non-conformance Corrective and Preventive Action report	Inspector should have access to a hard copy or digital copy of this report.	A digital or hard copy of the report is sent to NQSM and NA.
4	ORA Manual	Inspector must have access to the most current copy of the ORA manual. Must be always kept digitally or hard.	A digital or hard copy of the most current version is kept with the technician.
5	Schedule A	Inspector must have access to the most current copy, hard or digital, of Schedule A.	A digital or hard copy of the most current Schedule A is kept with the technician.
6	Short form	Inspector should have access to a hard copy or digital copy of this form.	A signed copy is sent to NA as soon as the short form is issued.
7	Standards' Certificate	Inspectors must always have a valid copy of the standards certificates.	An original copy of the standard's certificate is sent to NA when a test standard is certified, and a copy of the standard's certificate should be with the standard.
8	Status Tag	Inspector must have access to hard or digital copies of two tags. The first one is "Not to be used in trade tag", and the second is the "non-Conformance" tag.	Notify NQSM when it is in use.
9	Sticker and label control form	Each inspector must always know and track the number of stickers/seals on hand by using this form	A filled digital or hard copy form is sent to NA when requesting more stickers/seals
10	Volumetric Prover checklist	Must be filled out before leaving to the site, at the site before the examination, and after coming back from the site. Keep a blank digital or hard copy on hand.	A digital or hard copy of the prover checklist is sent to NA weekly with the rest of the examination paperwork.

Kind Regards/Cordialement,