

HEXATECH	COMPANY ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 8 of 17
	Company Filing Index (CFI)	Revision No.: 0		Document Ref.: AD-REC-CFI

FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
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500	QUALITY SYSTEM ADMINISTRATION (QSA)			
QSA01	Quality Management System Policies & Regulations	Policies and regulations relating to Quality Management System (QMS), Sirim ISO standards, Standards Malaysia, and other certification bodies.	Yes	
QSA02	Quality Management System Documentation	Control of QMS documents and records and other documents relating to quality system. Document Distribution List (QSA-REC-DDL), Read Memo (QSA-REC-RM), Document Change Notice(QSA-REC-DCN), QMS Amendment Log (QSA-REC-QAL), QMS Document & Record Storage Label(QSA-REC-QDRSL), Documents & Records Archiving Log (QSA-REC-DRAL).	Yes	
QSA03	External Quality Audit Reports	External quality audit (certification) documentation such as adequacy (stage 1) audit report, compliance (stage 2) audit report, surveillance audit report, re-assessment audit reports, other audit reports from third party or external party, etc.	Yes	
QSA04	Internal Quality Audit Reports	Internal quality audit yearly schedule, checklist, observation reports, non-conformity reports, follow-up and resolution, etc.	Yes	
QSA05	Non-Conformance Documentation	Filing of customer complaints and non-conformance reports, follow up and resolution.	Yes	
QSA06	Quality Data Statistical Control Documentation	Compilation of data and analysis of data to meet required quality objectives.	Yes	
QSA07	Management Review Meeting	Minutes of meeting of management reviews, etc.	Yes	