**Data Item Description**

**Manufacturing Records Book Index**

**QA208**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

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| **Manufacturing Records Book Index** | **QA208** |

**Purpose**

The purpose of this document is to index all the necessary data to verify the compliance of the Work in accordance with the Subcontract and Supplier’s legal requirements for product liability to permit the issue of a Certificate of Conformity.

It shall, as much as possible and consistent with the requirements set out below, utilise the same management tools and methods already in use by the Supplier to manage and monitor its own business.

**References**

This DID must be read in conjunction with Schedule A (General Conditions), Part 5 (QA) of the SOW, Supplier’s Quality Plan and ITP.

**Preparation Instructions**

The Supplier shall prepare the Manufacturing Records Book Index using its own format and shall ensure the content meets the requirements set out below.

**Format and Content**

The Manufacturing Records shall be indexed in such a way to enable immediate retrieval of its contents and would typically reference:

1. Index
2. Design drawings and documents
3. Material certificates and material traceability drawings
4. Production records such as welding, heat treatment etc.
5. Dimensional survey records
6. Test records including NDE, pressure and FAT
7. Coating, painting or insulation records
8. Other transversals records such as electro magnetic engineering (EME), noise, shock, Materials, safety, etc.

NOTES:

1. Manufacturing records shall comply with specifications, relevant codes and standards and third party requirements.