**Record Keeping Masterlist (GAM/Q-067A) Instructions.**

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| File Reference | **XXX/A-YY**Where:XXX – CSR *(Certifying Staff Records)* – QAR *(Quality Audit Records)* – VEN *(Vendor)* – QP *(Quality Personnel)* A – Represents Area/Category (i.e. CAMO, DGTA, etc.) YY – Indicates year i.e. 22, 23, 25, etc. |
| Document Ref. | Insert specified document number/reference accordingly. |
| Entry By | Insert name of personnel responsible in record-keeping. |
| Description | Insert Subject/Title/Brief Description of the document recorded. |
| Soft Copy | Provide platform use to keep soft copy documents (E.g. Google Drive, GAMS Portal) |
| Hard Copy | Provide location of hard copy documents (Eg. C-1, C-2) |