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

|  |  |
| --- | --- |
| 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) |