



Location of Reference Documents

Document reference No.	Document Title	Document Location
ISO 9000	QA Standards	Reference Library
IEC601	Electromedical safety standard	Reference Library
BS5724	Electromedical safety standard	Reference Library
Quality Plan	QA Records	QA
Complaints	Complaints File	General office
Recalls	Product Recalls	General office
Vigilance	QA Procedures Management review	General office
Post market surveillance	QA Procedures management review/Repairs/complaints/sales file	General office
Purchase Specifications Material specification	Suppliers Files Suppliers catalogues	General office
Suppliers Information	Suppliers File & Suppliers Database	General office
Packing	Masters Packing	Shipping
CE Files		Held on computer and CDROM
Design Files		Held on computer and CDROM
	Historic information	Archives & CD ROM
Compatibility	Original OEM Information	SPO Products Files CD, Visioneer, Technical Library

Location of Documents.

Document reference no.	Document title.	Document location.
ISO 9000. ISO 13485.	QA standards.	Viamed technical library. Paperport.
IEC 601.	Electromedical safety standard.	Viamed technical library. Paperport.
BS 5724. Bs 60601.	Electromedical safety standard.	Viamed technical library. Paperport.
Quality plan.	QA records.	QA.
Complaints.	Complaints file.	Complaints file. Paperport. Goldmine.
Recalls.	Product recalls	Complaint files
Vigilance.	QA procedures management review	Viamed files
Post market surveillance.	QA procedures management review. Repairs file. Complaints file. Sales file.	Filing system
Post market surveillance.	Surveillance files	Filing system
Purchase specifications.	Suppliers files	Suppliers files
Suppliers information.	Suppliers file & suppliers database	Suppliers files. Goldmine.
Packing.	Masters packing	Packing department
Hard Copies	All File Documents - Pre 2004	Archive Filing