

**Location of Documents.**

| Document reference no.    | Document title.                                                                      | Document location.                          |
|---------------------------|--------------------------------------------------------------------------------------|---------------------------------------------|
| ISO 9000.                 | QA standards.                                                                        | Viamed technical library.<br>Paperport.     |
| IEC 601.                  | Electromedical safety standard.                                                      | Viamed technical library.<br>Paperport.     |
| BS 5724.                  | Electromedical safety standard.                                                      | Viamed technical library.<br>Paperport.     |
| Quality plan.             | QA records.                                                                          | QA.                                         |
| Complaints.               | Complaints file.                                                                     | Complaints file.<br>Paperport.<br>Goldmine. |
| Recalls.                  | Product recalls                                                                      | Complaint files                             |
| Vigilance.                | QA procedures management review                                                      | Viamed files                                |
| Post market surveillance. | QA procedures management review.<br>Repairs file.<br>Complaints file.<br>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.<br>Goldmine.               |
| Packing.                  | Masters packing                                                                      | Packing department                          |
| Hard Copies               | All File Documents - Pre 2004                                                        | Archive Filing                              |