

Location of Documents.

Document reference no.	Document title.	Document location.
ISO 9000. ISO 13485.	QA standards.	Viamed technical library. Intrastats Paperport.
IEC 601.	Electro medical safety standard.	Viamed technical library. Intrastats, Paperport.
BS 60601.	Electro medical safety standard.	Viamed technical library. Intrastats , Paperport.
Quality plan.	QA records.	QA.
Complaints.	Complaints file.	Complaints file. Paperport. Goldmine. Progress of complaints see Intrastats
Recalls.	Product recalls	Complaint files . See above
Vigilance.	QA procedures management review	Viamed files. See above
Post market surveillance.	QA procedures management review. Repairs file. Complaints file. Sales file.	Filing system Intrastats see above
Purchase specifications.	Suppliers files	Suppliers files Purchase records can be obtained via Opera
Suppliers information.	Suppliers file & suppliers database	Suppliers files. Goldmine. Intrastats
Packing.	Masters packing	Packing department VM3COP procedures
Job Progress	Individual personal filing systems, Or suppliers coorespondence in Goldmine. Project reports in Intrstat meetings	Electronically stored as emails on Goldmine.
Hard Copies	All File Documents - Pre 2004	Archive Filing

NB Paperport is being replaced as the main electronic document storage location and its primary function is to be a quick archive system only.

Failure to locate the required document means that Intrastss should be searched and failure in Intrastats use this document to locate the files