

James Walker	Collection and storage of oven bake data.	Date: Aug 26, 2022	Rev: 3	Page: Page 1 of 1	Document No: OPI 122 Approved by: Quality Manager
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REASON FOR UPDATE:

Change of owner
Change of delegation responsibility to quality department
Removal of outdated 'paper based system' reference. Now stored in QA drive all online.

ASSOCIATED DOCUMENTS:

N/A

1. PURPOSE

1.1 To provide a procedure for the collection and storage of oven bake data.

2. SCOPE

2.1 This document applies to all those involved in the collection and storage of oven bake data.

3. RESPONSIBILITY

3.1 The Quality Manager is responsible for updating and communicating the details within this procedure.

4. PROCEDURE

1. Set up all the ovens so that data is recorded at intervals of 15 minutes. Paper ovens are a continual trace line.
2. A delegated member of the Quality Department will obtain this information on a monthly basis (within the first week of each month).
3. All information from memory card facilities to be uploaded to QA Drive and stored in the correct collection (department specific)
(Path: Q:\1.OVENS).
4. Make sure all data is cleared from the memory card before the card is reinserted.
The information is to be retained on the James Walker intranet infinitely.