



DAKTRONICS

Supplier Quality Document Retention Policy
DD5320418 Rev00

Policy References

The Daktronics Quality Management System (QMS) is structured around the ISO 9001:2015 standard. The following clause informs the guidance in this document.

ISO 9001:2015 Clause 4.4.2, which requires an organization to: Maintain documented information to the extent necessary to support the operation of processes and retain documented information to the extent necessary to have confidence that the processes are being carried out as planned.

Policy Scope

The purpose of this policy is to establish a mutual understanding of the retention period assigned to documents related to the work of the supplier's Quality department.

Organizations that provide parts and/or services to Daktronics are responsible for generating, storing, securing, and maintaining documents that exhibit conformity to both their internal processes and any specifically communicated Daktronics requirements.

Table 1 describes and categorizes ISO 9001:2015 clauses within this policy's scope.

Clause	General description of documents to be retained.	Category
4.4.2 a	Information necessary to support the operation of QMS processes	QMS
7.5.1 b	Documented information necessary for the effectiveness of the QMS	QMS
9.1.1	Results of the evaluation of the performance and the effectiveness of the QMS	QMS
7.1.5.1	Evidence of fitness for purpose of monitoring and measuring resources	Measurement
7.1.5.2 a	Evidence of the basis used for calibration of the monitoring and measurement resources	Measurement
8.4.1	Records of the evaluation, selection, monitoring of performance and re-evaluation of external providers and any actions arising	Suppliers
8.7.2	Records of non-conformities, actions taken, concessions and the identity of the authority deciding the action in respect of the nonconformity	Non-conformities
10.2.2	Evidence of the nature of the nonconformities and any subsequent actions taken	Non-conformities
10.2.2	Documented results of any corrective actions initiated from nonconformities	CAPA (Corrective and Preventative Action)
9.2.2	Evidence of the implementation of the audit program and the audit results	Audits

Retention Period

The minimum required retention duration for each category is shown in Table 2 below. A document's retention period begins when work is completed and resets if a document is revised.

Table 2	
Category	Retention Period
QMS	Lifetime
Measurement	5 years
Suppliers	3 years
Non-conformities	7 years
Audits	3 years
CAPA	Lifetime

Policy Requests

If the supplier has a document retention policy established, Daktronics requests a copy for review. In the absence of an established policy, Daktronics requires this policy to be accepted and implemented as soon as reasonably possible.

Please email supplier.quality@daktronics.com to discuss requirements for document types within the scope of this policy. For documents outside this policy's scope, reach out to sourcing.support@daktronics.com.

Disposal

Notification of intent to dispose of documents before the minimum required retention period has elapsed should be sent by email to supplier.quality@daktronics.com at least 90 days in advance.

Revision History

DD5320418			
Revision	Change Notes	Modified by:	Dated
00	Initial Release	David Ulschmid	18 AUG 23