Description of purchase:	
#	**Requirements for external provider**
1	The products and services to be provided or the processes to be performed for the company, including the relevant technical information and data for:
a	Specifications
b	Drawings
c	Process requirements
d	Work instructions
e	Applicable statutory and regulatory requirements
2	Approval or release of products, methods, processes, or equipment
3	Competence of personnel, including necessary qualification, and their interactions with the company's quality
4	The control and monitoring of the provider’s performance to be applied by the company
5	Verification activities that the company or its customer, intends to perform at the provider’s premises
6	Test, inspection, and verification, including production process verification
7	Use of statistical techniques for product acceptance and related instructions for acceptance
8	Right of access by the company, the customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain
9	Awareness of provider personnel of their contributions to product or service conformity, and to product safety, and the

	importance of ethical behavior.
10	Other technical requirements and needs include:
a	Implement a quality management system
b	Use customer-designated or approved external providers, including process sources such as for special processes
c	Notify the organization of nonconforming processes, products, or services and obtain approval for their disposition
d	Prevent the use of suspected unapproved, unapproved, and counterfeit parts (see 8.1.4 and 8.1.5)
e	Notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organization's approval
f	Flow down to external providers the applicable requirements including customer requirements
g	Provide certificate of conformity, test reports, or authorized release certificate.
h	Retain documented information, including retention periods and disposition requirements. Review F-750-004A Quality-Records-Table Supplier Requirements
13	Other general requirements include:
a	Catalogue or item number or other accurate description of the item,
	Quantity,
	Required delivery date
	Signature and date indicating review and approval of purchase order.

Checklist approved by: Irving R Torres III	Date: 5/20/2025
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Leyenda Global, LLC

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Quality Records Table Supplier Requirements

Record ID	Index	Retention Period	Disposition
QMS Manual	Revision Date	Five Years	Destroyed
QMS-Process identification worksheet	Revision Date	Five Years	Destroyed
Organizational context worksheet	Revision Date	Five Years	Destroyed
Quality policy	Revision Date	Five Years	Destroyed
Organization chart	Revision Date	Five Years	Destroyed
PDCA Guidelines	Revision Date	Five Years	Destroyed
Risk and opportunity worksheet	Revision Date	Five Years	Destroyed
Risk management plan	Revision Date	Five Years	Destroyed
Risk list	Revision Date	Five Years	Destroyed
Quality objectives planning record	Revision Date	Five Years	Destroyed
Equipment problem report	(Identify file)	Ongoing	
Resource maintenance record	(Identify file)	Ongoing	
Maintenance Spreadsheet/ database	(Identify file)	Ongoing	
Equipment calibration list	Equipment ID	Five years	Destroyed
Equipment Logs	Equipment ID	Five years	Destroyed
Calibration and Certificates	Equipment ID	Five years	Destroyed
Training action plan	Employee Name	Five years	Destroyed
Group training record	Employee Name	Five years	Destroyed
Job description	Employee Name	Five years	Destroyed
Employee training summary	Employee Name	Five years	Destroyed
CV/Application	Employee Name	Five years after termination	Destroyed
Training Records (Hardcopies)	Employee Name	Five years after termination	Destroyed
Comment and suggestion report	Employee Name	Five years after termination	Destroyed
List of documented information	(Identify file)	Ongoing	

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Quality Records Table Supplier Requirements

Record ID	Index	Retention Period	Disposition
Records matrix	(Identify file)	Ongoing	
Master documentation lists	Document Number	Five years	Destroyed
Quality records table	(Identify file)	Ongoing	
Document change request forms	Document Number	Five years	Destroyed
Document revision checklist	Document Number	Five years	Destroyed
Software inventory	(Identify electronic file)	Ongoing	
Project planning worksheet	Revision Date	Five Years	Destroyed
Configuration management plan	Project Number	Five years	Destroyed
Configuration change form	Project Number	Five years	Destroyed
Client assessment report	Order/Contract number	Five years	Destroyed
Order forms/ database	Order/Contract number	Five years	Destroyed
Customer feedback spreadsheet	Survey Analysis	Ongoing	
Customer Inquiry Forms	Order/Contract number	Five years	Destroyed
Production order	Order/Contract number	Five years	Destroyed
Design plan	Project Number	Five years	Destroyed
Design review record	Project Number	Five years	Destroyed
Design change form	Project Number	Five years	Destroyed
Design Verification	Project Number	Five years	Destroyed
Design Validation	Project Number	Five years	Destroyed
Provider selection guidelines	Supplier Name	Five years	Destroyed
Provider assessment report	Supplier Name	Five years	Destroyed
List of acceptable sources		Five years	Destroyed
Provider corrective action request - PCAR	Supplier Name	Five years	Destroyed
Purchase requisition	Supplier Name	Five years	Destroyed
Purchase order	Supplier name	Five years	Destroyed
Business agreement - contract	Supplier Name	Five years	Destroyed
External provider requirements c/list	Supplier Name	Five years	Destroyed

Record ID	Index	Retention Period	Disposition
Process routing sheet - summary	Process ID	Five years	Destroyed
Process routing sheet - detail	Process ID	Five years	Destroyed
Process validation worksheet	Process ID	Five years	Destroyed
Packing slip/Invoice	Process ID	Five years	Destroyed
Service projects log	Process ID	Five years	Destroyed
External property control log	Process ID	Five years	Destroyed
Project inspection completion report	Process ID	Five years	Destroyed
Identification tag / label	Product ID	On going	Destroyed
Traceability serial number log	Product ID	Five years	Destroyed
Traceability label	Product ID	On going	
Acceptable authority media log	Product ID	On going	
Storage inspection report	Product ID	Five years	Destroyed
Nonconformance report - NCR	NCR Number	Five years	Destroyed
MRB Forms	MRB Number	Five years	Destroyed
Scrap Reports	Date	Five years	Destroyed
Production – Monitoring, measuring, and analysis table	Revision Date	Five Years	Destroyed
QMS – Monitoring, measuring, and analysis table	Revision Date	Five Years	Destroyed
Inspection report	Process ID	Seven years	Destroyed
Customer survey and analysis	Order/Contract number	Five years	Destroyed
Root cause analysis and action plan	Revision Date	Five Years	Destroyed
Applicable procedure by work area	Audit Number	Five years	Destroyed

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Quality Records Table Supplier Requirements

Record ID	Index	Retention Period	Disposition
Internal audit checklist	Audit Number	Five years	Destroyed
Audit plan	Audit Number	Five years	Destroyed
Audit report	Audit Number	Five years	Destroyed
Management review agenda	Date of Meeting	Five Years	Destroyed
Management review output report	Date of Meeting	Five Years	Destroyed
Data analysis worksheet	Revision Date	Five Years	Destroyed
Corrective action request - CAR	CA / PA Request Number	Five years	Destroyed