



# Pacific Scientific Energetic Materials Company

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## Guidance Document

Supplier Quality Code (SQC) – 27 Record Retention Requirement  
10 Years

**Effective Feb 16<sup>th</sup>, 2026**

# SQC 27 Guidance Document

## SQC 27 – Record Retention Requirement - 10 year

The supplier shall retain a set of all records associated with this product for a minimum of **10 years**. This includes but is not limited to manufacturing data, test results and material certs and data sheets. Please note that at the end of **10 years** the **supplier must notify PacSci EMC at least 6 months prior** to disposing of any records. Any deviations from this clause will be specified on the purchase order.

### Common Actions to Verify

1. **Verify that the all records that are required are identified for retention.**
2. **Verify that there is a QMS process/SOP/WI to keep identified documents**

# SQC 27A Guidance Document

## SQC 27A – Record Retention Requirement - 5 years

The supplier shall retain a set of all records associated with this product for a minimum of **5 years**. This includes but is not limited to manufacturing data, test results and material certs and data sheets. Please note that at the end of **5 years** the **supplier must notify PacSci EMC at least 6 months prior** to disposing of any records. Any deviations from this clause will be specified on the purchase order.

### Common Actions to Verify

1. **Verify that the all records that are required are identified for retention.**
2. **Verify that there is a QMS process/SOP/WI to keep identified documents**

# SQC 27B Guidance Document

## SQC 27B – Record Retention Requirement - 20 years

The supplier shall retain a set of all records associated with this product for a minimum of **20 years**. This includes but is not limited to manufacturing data, test results and material certs and data sheets. Please note that at the end of **20 years** the **supplier must notify PacSci EMC at least 6 months prior** to disposing of any records. Any deviations from this clause will be specified on the purchase order.

### Common Actions to Verify

1. **Verify that the all records that are required are identified for retention.**
2. **Verify that there is a QMS process/SOP/WI to keep identified documents**

# SQC 27C Guidance Document

## **SQC 27C – Record Retention Requirement - 15 years**

The supplier shall retain a set of all records associated with this product for a minimum of **15 years**. This includes but is not limited to manufacturing data, test results and material certs and data sheets. Please note that at the end of **15 years** the **supplier must notify PacSci EMC at least 6 months prior** to disposing of any records. Any deviations from this clause will be specified on the purchase order.

### **Common Actions to Verify**

- 1. Verify that the all records that are required are identified for retention.**
- 2. Verify that there is a QMS process/SOP/WI to keep identified documents**