



PACKAGES CONVERTORS LIMITED		Document type: QUALITY RECORDS		
Title: LIST OF QUALITY RECORDS OF ART DEPARTMENT				
Prepared by Safdar Hussain/ Ayesh Fayyaz <i>Safdar Hussain</i>	Approved by Salman Rehman <i>Salman</i>	PAGE 1(1)	REV 06	DATE 01.07.2024
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SR NO	FORM NO	NAME OF FORM/DOCUMENT RECORD	WHEN /WHERE IT IS USED	PURPOSE	DISTRIBUTION	WHERE IT IS FILED	RETENTION PERIOD
1.	QRART/01	CHECKLIST	For Mechanical design verification and review	Approval from production	Art, Pre-Press Planning, production planning	Computer Network	1 Year
2.	QRART/04	Mechanical request form	For Mechanical making	Approval From Production	Sales/Art/Pre-Press	Computer Network	1 Year
3.	QRART/-05	Inter office communication	For Mechanical Making, changes, Proofing and final output	Record for Reference	Sales/Art/Pre-Press	Computer Network	1 Year
4.	QRART/06	MASTER LOADING CHART	For Priority of jobs	Record for Reference	ART	Computer Network	1 DAY
5.	QRART/07	Amended Mechanical Request Form	For Amended Mechanical Making After Bulk Printing	Record for Reference	Sales/Art/Pre-Press	Computer Network	1 Year