

PACKAGES CONVERTORS LIMITED BUSINESS UNIT Folding Cartons					Document Type: Quality Record	
Title: List of Quality Records Offset Printing Department.						
Written By AM Offset		Approved by <i>[Signature]</i> BUM FC		Page 01(1)	Rev 15	Date 01.07.2024
				Document No QROP/BUFC/02		

Reviewed on (Date):	Reviewed on (Date):	Reviewed on (Date):	Reviewed on (Date):
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SR #	Form No	Name of the Document	When /Where used	Purpose	Distribution	Where it is Filed	Frequency	Retention Period
1	QRPBS/BUFC/06	Fifo & Pile Transfer	At the time of board issuance	To record issuance	Pile Store Keeper	Pile Store	As per requirement	Three Months
2	QROP/CL/02	Production report & quality check list	During process at machine	To record quality parameter of printing	Machine operator	On relevant press	Every shift	Three Months
3	QROP/CL/06	Ink Issuance slip	At the time of ink issuance	To record issuance & consumption of inks	Ink store keeper	Ink store	As per requirement	Three months
4	QRCTP/BUFC/03	QUALITY ASSURANCE REPORT FOR OFFSET PLATES (DIGITAL THERMAL)	During process at machine	To record quality parameter of printing	Machine operator	On relevant Machine	Every Plate	Three months
5	QRCTP/BUFC/07	QUALITY ASSURANCE REPORT FOR OFFSET PLATES (DIGITAL THERMAL)	During process at machine	To record quality parameter of printing	Machine operator	On relevant Machine	Every Plate	Three months