

Document Register

Overview

This page covers the relevant data records for quality and their location.

Documents

| Record / Document | Description | Location |
|------------------------------------|--|---|
| KPI Reports | Lists Key Performance Indicators, used for measuring customer satisfaction | Operations KPI Report - MaticTrack (maticmedia.co.uk) |
| Non-conformance Internal | Listing of internal non-conformance records | Operations KPI Report - MaticTrack (maticmedia.co.uk) |
| Non-conformance External | Listing of external non-conformance records | Operations KPI Report - MaticTrack (maticmedia.co.uk) |
| Approved Suppliers List | List of approved suppliers and the last time they were audited | Suppliers Management :: MaticTrack (maticmedia.co.uk) |
| Plant & Equipment Register | Register of Equipment | RAG Board - MaticTrack (maticmedia.co.uk) |
| Plant & Equipment Maintenance Logs | RAG Board Logs | Logs - RAG Board - MaticTrack (maticmedia.co.uk) |
| Current Stock List & Check | The current list of stocks and their levels / quality audits | https://1drv.ms/x/s!AgZhmG8o-Mafgpl3vhiU0l8wECmm2A?e=GWipko |
| Training Matrix | Measures employee competency on a degree of 0 to 3 | \\192.168.0.10\nethdd\Staff Folder\Administration\Training\Training Matrix - 2021.xlsx |

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|--|--|---|
| Calibration and Maintenance Logs (Outside RAG System) | Contains all calibration and maintenance logs not tracked by the RAG system e.g. EICR certification, PAT testing | https://maticmedia-my.sharepoint.com/:f/g/personal/robert_maticmedia_onmicrosoft_com/EtUzTuC5O2dAj6YuSHr368gBtHTIkjCxKgJpj1c1SFi4AQ?e=gMb1Gp |
| Directors Meetings, Targets & Objectives & Quality Management Meetings | | https://maticmedia-my.sharepoint.com/:f/g/personal/robert_maticmedia_onmicrosoft_com/EiqkTxad2GxFgSEz_5xOfFUBZqKYdtO2BLUd8zxkY1M_5w?e=xoyR4X |
| Internal Audits & Audit Schedule | | https://maticmedia-my.sharepoint.com/:f/g/personal/robert_maticmedia_onmicrosoft_com/EuUIBqCo_BxHitrGkC1kTC0BRcSe3gGGZJc7PBpKR7o5Ag?e=FMgd4n |
| Customer Satisfaction Surveys | Legacy | https://maticmedia-my.sharepoint.com/:f/g/personal/robert_maticmedia_onmicrosoft_com/EplkrJ22s-xGoXd2c91UsR4BV4mNwkaIc5ti7_2IShgXQg?e=C8KN0j |

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