

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

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/EtUzTuC5O2dAj6YuSHr368gBtHTlkjCxKgJpj1c15Fi4AQ?e=gMb1Gp
Directors Meetings, Targets & Objectives & Quality Management Meetings		https://maticmedia-my.sharepoint.com/:f/g/personal/robert_maticmedia_onmicrosoft_com/EiqkTxad2GxFgSEz_5xOfUBZqKYdtO2BLUd8zxkY1M_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-xGoXd2c91UsR4BV4mNwkalC5ti7_2IShgXQg?e=C8KN0j

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