Doc. No.	NOV-QMS-F-05	Master List of Documented Information (To be retained)	novera LEGACY INTEGRATED SOLUTIONS

Sr. No.	Name of Documented Information (To be retained)	Documented Information (To be retained) No.	Entry Date	Confidentiality Classification	Disposition Method	Disposition / Date
1.	Risk Register	NOV-QMS-F-01a	08.09.2026	Internal/Protected	Archival	5 years
2.	Internal & External Issues Log	NOV -QMS-F-01b	08.09.2026	Internal/Protected	Archival	5 years
3.	Interested Parties Log	NOV -QMS-F-01c	08.09.2026	Internal/Protected	Archival	5 years
4.	Change Request	NOV -QMS-F-02	08.09.2026	Internal/Protected	Archival	5 years
5.	Document Change Request	NOV -QMS-F-03	08.09.2026	Internal/Protected	Archival	5 years
6.	Master List of Documented Information (To be Maintained)	NOV -QMS-F-04	08.09.2026	Internal/Protected	Archival	5 years
7.	Master List of Documented Information (To be Retained)	NOV -QMS-F-05	08.09.2026	Internal/Protected	Archival	5 years
8.	Master List of Documented Information of External Origin	NOV -QMS-F-06	08.09.2026	Internal/Protected	Archival	5 years
9.	Internal Audit Plan	NOV -QMS-F-07	08.09.2026	Internal/Protected	Archival	5 years
10.	Internal Audit Schedule	NOV -QMS-F-08	08.09.2026	Internal/Protected	Archival	5 years
11.	Quality Audit Checklist	NOV -QMS-F-09	08.09.2026	Internal/Protected	Archival	5 years
12.	Internal Audit Summary	NOV -QMS-F-10	08.09.2026	Internal/Protected	Archival	5 years
13.	MRM Agenda	NOV -QMS-F-11	08.09.2026	Internal/Protected	Archival	5 years
14.	Minutes of Management Review Meeting	NOV -QMS-F-12	08.09.2026	Internal/Protected	Archival	5 years
15.	Objective Monitoring Sheets	NOV -QMS-F-13	08.09.2026	Internal/Protected	Archival	5 years

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Sr. No.	Name of Documented Information (To be retained)	Documented Information (To be retained) No.	Entry Date	Confidentiality Classification	Disposition Method	Disposition / Date
16.	Non-Conformity Report	NOV -QMS-F-14	08.09.2026	Internal/Protected	Archival	5 years
17.	NC Register	NOV -QMS-F-15	08.09.2026	Internal/Protected	Archival	5 years
18.	New Supplier Registration	NOV -PUR-F-01	08.09.2026	Internal/Protected	Archival	5 years
19.	Supplier Performance Evaluation	NOV -PUR-F-02	08.09.2026	Internal/Protected	Archival	5 years
20.	Approved Supplier List	NOV -PUR-F-03	08.09.2026	Internal/Protected	Archival	5 years
21.	External Provider Capability Evaluation Form	NOV -PUR-F-04	08.09.2026	Internal/Protected	Archival	5 years
22.	Training Attendance (Internal)	NOV -HR-TR-01	08.09.2026	Internal/Protected	Archival	5 years
23.	Training Effectiveness Evaluation	NOV -HR-TR-03	08.09.2026	Internal/Protected	Archival	5 years
24.	Operation Flowchart	NOV -OFC-01	08.09.2026	Internal/Protected	Archival	5 years
25.	Tender Tracker	NOV -OP-TND-01	08.09.2026	Internal/Protected	Archival	5 years
26.	Course Registration Form	NOV -CRF-01	08.09.2026	Internal/Protected	Archival	5 years
27.	Training Attendance Sheet (External)	NOV -HR-TR.00	08.09.2026	Internal/Protected	Archival	5 years
28.	Instructor Feedback Form	NOV -IFF-F01	08.09.2026	Internal/Protected	Archival	5 years
29.	Post Training Evaluation	NOV -PTE-F-01	08.09.2026	Internal/Protected	Archival	5 years
30.	Training Tracker	NOV -HR-TR.02	08.09.2026	Internal/Protected	Archival	5 years
31.	Customer Feedback Form	NOV -PRC-F-01	08.09.2026	Internal/Protected	Archival	5 years

MSC : Hassan El Shafei
Date : 08.09.2026
Signature: