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| <http://quality-management.magt.biz> | Sunday, January 25, 2015 |

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| **Justification** |
| This Procedure is written because: | 🞎 Of the lengthiness of the process. |
| 🗷 Of the complexity of the process. |
| 🞎 The process is routine, but it's essential that everyone strictly follows the rules. |
| 🗷 The process demands consistency. |
| 🗷 The process involves documentation. |
| 🞎 The process involves significant change. |
| 🗷 The process has serious consequences if done wrong. |

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| **Organization Details** |
| Organization Name |  |
| Organization representative |  |
| Organization Address |  |

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| **Responsibilities** |
| 1. All employees are responsible to bring suspected non-conformances to the attention of the quality department.
2. The QA/QC manager or his designee documents the non-conformity and notifies concerned parties.
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| **Process** |
| 1. Identify non-conformities,
2. Evaluate suspected non-conformity,
3. Document/register the non-conformity,
4. Notify all concerned parties.
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| **Output(s)** |
| Outputs of this procedure are:* Updated NCR Register,
* Non-Conformance Report,
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| **Input(s)** |
| Common inputs to this procedure are,* Established processes and procedure documentation,
* Specifications,
* Management Plans.
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| **Purpose and Scope** |
| The purpose of this procedure is to define CCS system for the control of nonconforming product or work methodology.The scope of the non-conformance procedure is to detect any inadvertent use of nonconforming materials, products or sub-products, equipment and work methodologies and to provide proper nonconformance notification to the concerned party as applicable. |

4.0 Notify concerned parties (NCR)

(Quality Manager)

3.0 Document/Register Non-Conformity

(Quality Manager)

2.1 Close Observation and Notify

(Quality Manager)

2.0 Evaluate suspected

Non-Conformity

(Quality Manager)

1.0 Identify Non-Conformity

(everyone)