

CONTROL OF NONCONFORMANCE

1.0 PURPOSE

This procedure defines the requirements and responsibilities for identification, reporting, control, disposition and corrective action of nonconforming items.

2.0 SCOPE

This procedure applies to General Welding & Fabricating equipment, components or services which may render an item that is either owned by GW&F, supplied to a client as nonconforming, or having a defect in a basic component.

3.0 REFERENCES

- 3.1 GW&F Quality Assurance Manual, Section 9, "Control of Quality Records"
- 3.2 GW&F Quality Assurance Manual, Section 15, "Control of Nonconformance"

4.0 DEFINITIONS

- 4.1 **Nonconformance** - a deficiency in characteristic, documentation, or procedure which renders the quality of an item unacceptable or indeterminate. Examples of nonconformance include: physical defects, test failures, incorrect or inadequate documentation, or deviation from prescribed processing, inspection or test procedures.
- 4.2 **Nonconformance Report (NCR)** - a document which identifies and describes a nonconformance or nonconforming item, its disposition and corrective action.
- 4.3 **Hold Area** - this is an assigned area utilized to prevent the use of materials or items having an undetermined or nonconforming status.
- 4.4 **Rework** - the process by which an item is made to conform to original requirements by completion or correction.
- 4.5 **Repair** - the process of restoring a nonconforming characteristic to a condition such that the capability of an item to function reliably and safely is unimpaired, even though that item still does not conform to the original requirement.
- 4.6 **Use-As-Is** - a disposition permitted for a nonconforming item when it can be established that the item is satisfactory for its intended use.

5.0 RESPONSIBILITIES

- 5.1 The Quality Assurance Manager shall be responsible and has the authority for ensuring that reported nonconformance is documented, reviewed, dispositioned and processed; and for maintaining Quality Assurance Records as required to provide a current status of documented nonconforming items.
- 5.2 The Project Manager (PM) shall be responsible for initiation of NCR's when identified by personnel in their department.

6.0 PROCEDURE

- 6.1 Items, materials or services determined to be nonconforming or potentially having a defect shall be documented on Nonconformance Reports. Nonconformance Reports (NCR's) shall be initiated by GW&F personnel identifying a nonconformance condition in accordance with the definition stated in paragraph 4.1. Nonconforming items or material shall be identified and segregated to prevent inadvertent use.
- 6.2 GW&F personnel who identify a nonconformance are to report it to the PM.
- 6.3 The PM is to initiate QForm15.0.1, "Nonconformance Report" recording the following information:
 - a. Date
 - b. PO # (if applicable)
 - c. Customer
 - d. Description of Nonconformance
 - e. Disposition
 - f. Technical Justification/Disposition Instructions
 - g. Signature of Disposition
 - h. Date of Disposition
- 6.4 Nonconformance description shall include as much detail as possible to clearly and concisely identify the issue. Specific procedures relating to the nonconformance shall also be referenced to aid in disposition.
- 6.5 The disposition action to correct a nonconformance shall be one of the following:
 - a. Rework: Items shall be reworked to their original design configuration to perform their intended function.

- b. Repair: Items shall be repaired in order to perform its intended function, but may not be built to its original design configuration.
 - c. Use-As-Is: A written justification shall be provided for using the item.
 - d. Scrap/Return: Item shall be scrapped or returned to vendor.
- 6.6 PM shall forward QForm15.0.1, "Nonconformance Report" to QA Manager once the above is completed.
- 6.7 QA Manager shall assign NCR number and date. The NCR number assigned shall be the next sequential number obtained from QForm15.0.2, "Nonconformance Report Status Log".
- 6.8 The Quality Assurance Manager or designee shall review and sign QA approval disposition section and forward the NCR back to the PM for completion of disposition.
- 6.9 Distribution
- 6.9.1 The Quality Assurance Manager shall maintain the original in the open NCR file and distribute copies, as required.
- 6.10 Completion and Close-out
- 6.10.1 The Quality Assurance Manager shall verify, through objective evidence that the disposition is accomplished and that all supporting documentation is referenced on the NCR and/or attached to the original NCR; in addition to providing closure of the NCR by signature and date in the section provided.
 - 6.10.2 The completed NCR is filed in the closed Nonconformance Report File.

8.0 FORMS

Forms and Logs used as a result of implementing this procedure are QA Records and include:

QForm 15.0.1 Nonconformance Report Form

QForm 15.0.2 Nonconformance Report Status Log

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