



<b>EMCO ELECTRONICS</b>	Appr. By :	
	Page No.	1 of 4
<b>DOC. TITLE : Procedure for Control of Nonconforming Materials and Products</b>	Doc No.	NC00-201
	Issue No.	3
	Issue Dt.	01-04-10

**1.0 PURPOSE :**

To ensure that products / materials that do not conform to specified requirements are prevented from inadvertent use.

**SCOPE :**

**2.0**

Applicable to all materials used for production and all products manufactured at Emco Electronics, found to be Nonconforming in :

- Receiving Inspection
- In-process Assembly Inspection
- Final Inspection
- Processing, Handling & Storage

In case of Customer Returned Products procedure for servicing is applicable.

**3.0**

**REFERENCES :**

- NC00 - 401 Format - "Nonconformity Register"
- PDXX - 401 Format - "Travel Tag"
- IT00 - 401 Format - "In-coming / In-process Rejection Slip"
- HS00 - 402 Format - "Delivery Challan"
- PD00 - 411 Format - "Summary of NCs in Production"

**4.0**

**ANNEXURES :**

- Annexure A - Process Maps & Flow-Charts
- Annexure B - Records Table



<b>EMCO ELECTRONICS</b>	Appr. By :	
	Page No.	2 of 4
<b>DOC. TITLE :</b> Procedure for Control of Nonconforming Materials and Products	Doc No.	NC00-201
	Issue No.	3
	Issue Dt.	01-04-10

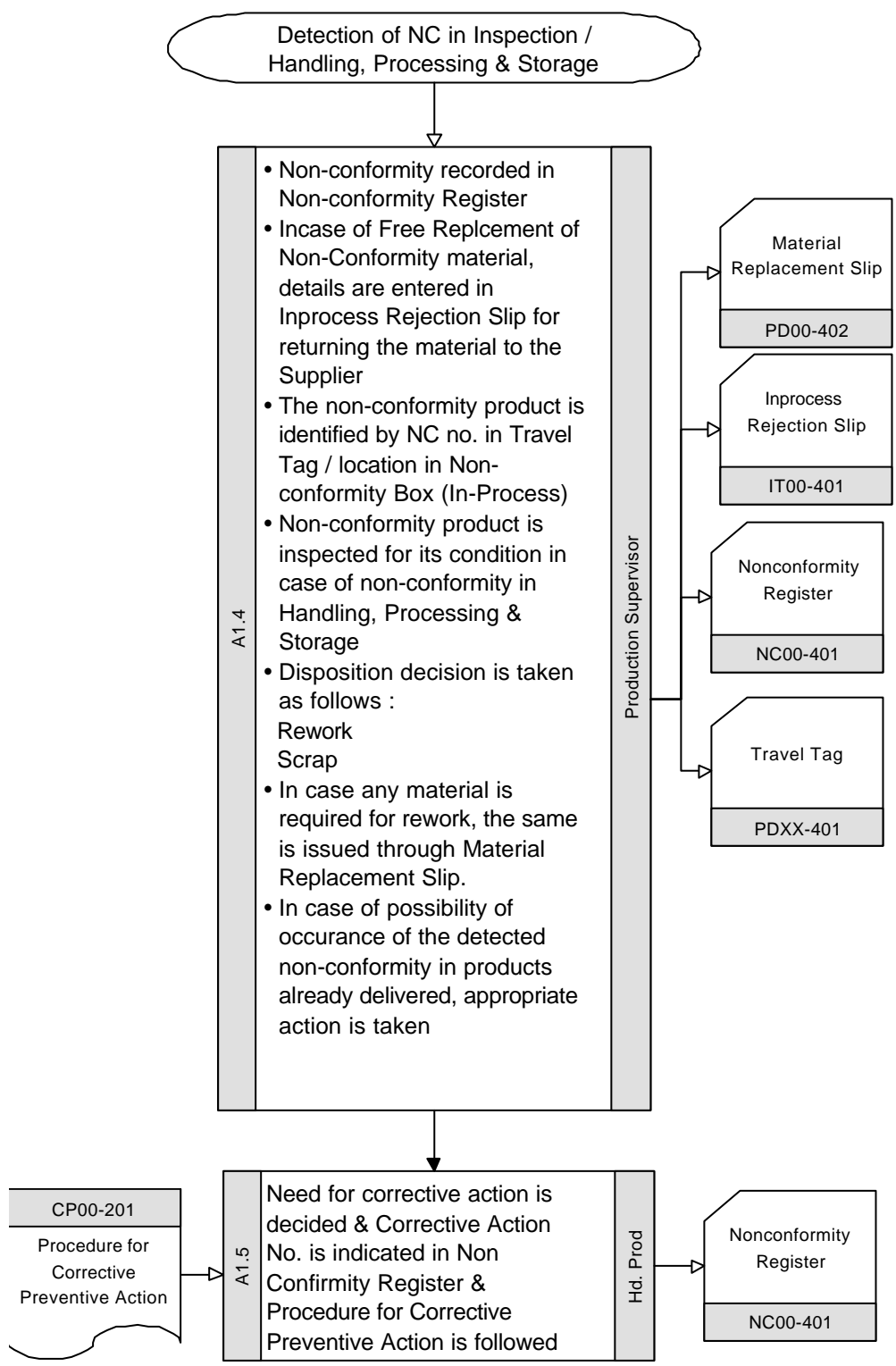
**Annexure A - PROCESS MAPS & FLOW-CHARTS**

<b>Process Owner :</b> • Head Production	<b>Process Controls :</b> ---	<b>Process Goals (Targets) :</b> As per Targets in Production Process
<b>Process Inputs :</b> • Rejections in Inspection • Rejections in Process	<b>Process Name :</b> Control of Non-conforming products	<b>Process Outputs :</b> NC Register Corrective Action Report Preventive Action Report
<b>Process Verification :</b> • Through Auditing and Process Performance Measures	<b>Process Resources (Means):</b> ---	<b>Process Measures (Metrics) :</b> As per Metrics in Production Process (PD00-411)



<b>EMCO ELECTRONICS</b>	Appr. By :	
	Page No.	3 of 4
<b>DOC. TITLE : Procedure for Control of Nonconforming Materials and Products</b>		Doc No. NC00-201 Issue No. 3 Issue Dt. 01-04-10

**Non Conformity process:-**





<b>EMCO ELECTRONICS</b>	Appr. By :	
	Page No.	4 of 4
<b>DOC. TITLE :</b> Procedure for Control of Nonconforming Materials and Products	Doc No.	NC00-201
	Issue No.	3
	Issue Dt.	01-04-10

**Annexure B - RECORDS TABLE**

<b>Sr. No.</b>	<b>RECORD REFERENCE</b>	<b>RECORD DESCRIPTION</b>	<b>RECORD LOCATION</b>	<b>MAINTAINED BY</b>	<b>RETENTION PERIOD</b>
1.	NC 00 - 901	"Nonconformity Register" : (NC00-401)	Production Department	Production Supervisor	3 Year
2.	PD00 - 804	"Material Replacement Slip" File Material Replacement Slip (PD00-402)	Stores	Storekeeper	1 Year