1.0 PURPOSE:

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

2.0 SCOPE:

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
Annexure A - PROCESS MAPS & FLOW-CHARTS

<table>
<thead>
<tr>
<th>Process Owner</th>
<th>Process Controls</th>
<th>Process Goals (Targets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Head Production</td>
<td>---</td>
<td>As per Targets in Production Process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process Inputs</th>
<th>Process Name</th>
<th>Process Outputs</th>
</tr>
</thead>
</table>
| • Rejections in Inspection
• Rejections in Process | Control of Non-conforming products | NC Register Corrective Action Report Preventive Action Report |

<table>
<thead>
<tr>
<th>Process Verification</th>
<th>Process Resources (Means)</th>
<th>Process Measures (Metrics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Through Auditing and Process Performance Measures</td>
<td>---</td>
<td>As per Metrics in Production Process (PD00-411)</td>
</tr>
</tbody>
</table>
Detection of NC in Inspection / Handling, Processing & Storage

- Non-conformity recorded in Non-conformity Register
- In case of Free Replacement of Non-Conformity material, details are entered in Inprocess Rejection Slip for returning the material to the Supplier
- The non-conformity product is identified by NC no. in Travel Tag / location in Non-conformity Box (In-Process)
- Non-conformity product is inspected for its condition in case of non-conformity in Handling, Processing & Storage
- Disposition decision is taken as follows:
  - Rework
  - Scrap
- In case any material is required for rework, the same is issued through Material Replacement Slip.
- In case of possibility of occurrence of the detected non-conformity in products already delivered, appropriate action is taken

Need for corrective action is decided & Corrective Action No. is indicated in Non Conformity Register & Procedure for Corrective Preventive Action is followed
### Annexure B - RECORDS TABLE

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>RECORD REFERENCE</th>
<th>RECORD DESCRIPTION</th>
<th>RECORD LOCATION</th>
<th>MAINTAINED BY</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NC 00 - 901</td>
<td>&quot;Nonconformity Register&quot; : (NC00-401)</td>
<td>Production Department</td>
<td>Production Supervisor</td>
<td>3 Year</td>
</tr>
<tr>
<td>2.</td>
<td>PD00 - 804</td>
<td>&quot;Material Replacement Slip&quot; File Material Replacement Slip (PD00-402)</td>
<td>Stores</td>
<td>Storekeeper</td>
<td>1 Year</td>
</tr>
</tbody>
</table>