Control for Nonconforming Product

1.0 Purpose

The purpose of this procedure is to define a system for control of non – conforming products related to all the aspects of functioning of KSPH&IDCL.

1.1 Application

The procedure is applicable to all the activity taken up by KSPH&IDCL which is applicable to both the system (QMS+EMS).

2.0 Responsibility

The over all responsibility for implementation of this procedure rests with top management.

3.0 Terms and definitions

1) **Deviation Permit –** Permission to depart from the originally specified requirements of a product prior to realization.

2) **Nonconformity – Non-fulfillment of a requirement**

3) **Verification –** Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.

4.0 Abbreviations:

Following abbreviations and terms are used in the table;

D = Document

R = Record

SE = Superintending Engineer

EE = Executive Engineer

DES = Designs

QC = Quality control and Contracts

TA = Technical Assistant

AEE = Assistant Executive Engineer

Client = User department

Control for Nonconforming Product

Sl. No	Activity	Description	Resp.	Ref. Doc.
1	Identification of non-conformities	a) Identification of non – conformities in KSPH&IDCL activity shall be done during supervision, inspection, examination of records etc., related to works, by different levels of officers including QC staff for construction b) Based on the nature of non – conformity observed the nature of rectification / repairs required shall be decided and appropriate instructions shall be recorded in internal audit report / inspection report. c) Concerned functionaries shall ensure that required rectification / repairs are carried out.	SE / EE / EE(QC) / AEE (Cons) / AEE (QC)	Inspection reports
2	Reporting of non – conformity by field staff	Wherever the non – conformity is of serious nature shall report the same to the top management.	SE / EE / EE (QC)	Inspection reports
3	Disposal	The Division head shall study and analyse the non – conformity with reference to requirements and provide solutions, keeping in view safety, quality and financial implications. a) If the Division head feels that the non – conformity, will not have any substantial effect on quality of work and if it is well within the tolerance limits, and structural stability is not compromised , he may accept the deviation with correction, as feasible. The Division head shall report all such cases to the top management for information / approval, as required. b) If Division head feels the non – conformity is of a major nature and deviation can not be permitted, he shall report the same to top management for directions. c) The top management shall study the non – conformity and either suggest the necessary solution duly ensuring safety of structure and fulfillment of functional requirements, or decide on future course of action, such as doing the work afresh.	EE SE / EE(QC) / Division head Division Head Top management	Inspection reports Communication from Division head
4	Record of deviations	Record of all deviations shall be maintained with Head office to decide upon long – term preventive actions.	TA-1 / TA-2 / AEE(QC)	Record of Deviations

Control for Nonconforming Product

5.0 Reference

a) ISO 9001: 2008 Clause Number 8.3

b) IMS Manual Clause Number 8.3

5.0 Associated Documents

Procedure for Management review IMSP 28

Procedure for Internal Audit IMSP 26

Procedure for corrective and preventive action IMSP 27

Approved by : Managing Director