# PROCEDURE FOR NON-CONFORMITIES, CORRECTIVE AND PREVENTATIVE ACTIONS

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# 1. APPROVAL

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## 2. PURPOSE

The purpose of this procedure is to establish the process for identifying, documenting and analyzing non-conformities and mitigating their impacts by applying appropriate corrective or preventative actions.

Records of actions, including assignment of responsibility and appropriate timeframes will be maintained for non-conformities in products, services or processes. This allows for the tracking of action status until corrected, closed out and verification effective.

### 3. **SCOPE**

This procedure applies to all non-conforming produc aspect of our environmental management system

- Processes producing negative results and utputs.
- be non Products received from suppliers which
- A product or service provided from not comply MOCEI with the requirements of the purchase
- Processes that may be identified

### TERMS AND DEFINIT 4.

Term	Defini				
Audit	e atic prident and documented process for of conformity to a set of standards and ermine the extent of compliance.				
Correctiv	An Coliminate and control the cause of an identified no mance to the environmental management system.				
nvir	part of environmental management that is focused on viding confidence that environmental requirements are ulfilled.				
Ins, (ITP)	A document detailing a systematic approach to inspecting and testing a system, service or product.				
Non-Con. ance Report (NCR)	A report that documents the details of a non-conformance identified in an audit or other process review.				
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs.				

### **ROLES AND RESPONSIBILITIES** 5.

### Managers are responsible for:

• Determining the root cause of non-conformities.

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