

			Non-Conforming Tag Usage - Material
GI Q8	Rev B	Date 06-10-16	Procedure Authority: General Manager

Purpose: The purpose of this procedure is to describe the method for tag usage on a supplier non-conforming part or material.

Scope: This procedure applies to the handling of suppliers non-conforming parts or material by the inspection department.

Responsibility: The lead operators or inspectors are primarily responsible for the issuance of a non-conforming tag.

Definitions: N/A

Reference Documents: PFQ13 - Non-Conforming Material Tag

Procedure:

1. If during a dock audit or production run, the material/plastic is found to have a discrepancy and PMC cannot use it, the Q.A. department will initialize a non-conforming tag (PFQ13).
2. The non-conforming tag will include all of the necessary information from the material labels.
3. Q.A. department will send the top copy to the Office Manager.
4. The second copy is sent to the Office Manager. The last copy (still attached to the hard copy) is attached to the material/plastic for disposition and traceability purposes. After the discrepant material/plastic is tagged it will be moved to the quarantine area. Material/plastic disposition is determined by the Material Review Board.
5. Supplier will be notified by the Q.A. department of the defect. Disposition of material will be agreed to between the supplier and the Q.A. department.
6. Non-conforming material/plastic will then be dispositioned, returned to the vendor, scrapped, or use as is. The tag with the quantity and disposition are then signed off on the hard copy and returned to the Q.A. office to be filed. A copy of the completed hard copy - with quantities of good and bad material/plastic documented - is sent to the Office Manager.