

BACHMAN MACHINE COMPANY  GENERAL INSTRUCTIONS	PREPARED BY: QUALITY MGR.	DATE: 05/19/03	PAGE 1 OF 2
	APPROVED BY: MFG. MGR.	REVISION: A	GI-Q4
TITLE: NONCONFORMING MATERIAL IDENTIFICATION			

### 1.0 PURPOSE

The purpose of this instruction is to describe the method used for identifying nonconforming material.

### 2.0 SCOPE

This instruction applies to material produced at Bachman Machine Co. as well as material supplied by an outside vendor. Included are the method of identification, notification of pertinent personnel, and recording the associated events is addressed.

### 3.0 RESPONSIBILITY

The Quality Manager is responsible for adherence to these instructions.

### 4.0 REFERENCE DOCUMENTS

FQ13 BMC Non-Conforming Material, FQ14 Supplier Non-Conforming Material, FQ1 Routing & Sign Off Sheet

### 5.0 PROCEDURE

1. When nonconforming material has been detected, the Quality department will initialize a "Nonconforming Material Tag" (FQ13 for in-house, or FQ14 for supplied material).
2. The top copy of the completed tag will be attached to a "Routing and Sign-off Sheet" (FQ1), and distributed to inform appropriate personnel of the rejection. The final destination of this communiqué will be in the Quality department to show adequate communication.
3. With the second copy and hard copy still in tact, the tag must be attached to the container of nonconforming material to complete the identification process.

4. The nonconforming material will be quarantined and is then subject to the disposition of the Material Review Board.
5. Once the Material Review Board has made a decision, and those actions have been carried out, i.e... (Rework, Scrap, Sort, Use as is, or Return), The second copy of the "Nonconforming Material Tag" will be completed to appropriately record this activity and will be attached to a "Routing and Sign-off Sheet" (FQ1), and distributed to inform appropriate personnel of this activity. Once again the final destination of this communiqué will be in the Quality department to show adequate communication.
6. An Inspector must remove the hard copy of the "Nonconforming Material Tag" and upon receipt of the top copy, and the second copy, will reattach all three and file appropriately.