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Reference ISO 9001:2000 Element: 8.3 Control of Nonconforming Product	Page 1 of 3

## 1.0 Purpose

- 1.1 To establish a procedure for the control and disposition of nonconforming products and materials, to prevent unintentional use or shipment.

## 2.0 Scope

- 2.1 This procedure applies to all nonconforming products and materials detected within Sample Company, whether obtained from vendors, produced in-house, or in company stock.

This procedure applies to all employees.

## 3.0 Responsibility and Authority

- 3.1 The Quality Manager has responsibility and authority to ensure this procedure is followed. He may delegate tasks to qualified personnel as needed. All employees are responsible for knowing and following this procedure.

## 4.0 Procedure

- 4.1 Nonconforming product detected at Sample Company
  - 4.1.1 Nonconforming product can be detected in many ways, by any person, at any time.
  - 4.1.2 When nonconforming material is detected, it is immediately removed from the normal process flow and one of the following people is notified: The President, Quality Manager, or Sales Manager.
  - 4.1.3 The product or material is removed from the normal process flow by being placed on the designated "hold shelf". (Note-you may wish to lock up your nonconforming material to prevent unintended use.)
  - 4.1.4 Nonconforming material is identified with a HOLD tag, which is filled out and attached to the affected item(s). The HOLD tag contains part number, quantity, description, reason for

# Sample Procedure Iso Quality Manual

**Lawrence I. Knab**



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