1.0 Purpose

1.1 To describe how non-conforming or suspect product found will be quarantined and audited by the Quality Unit.

2.0 Scope

2.1 This procedure applies to all products used or produced by Giles Chemical.

3.0 Responsibility

3.1 Quality Associate is responsible for this procedure.

4.0 Safety Considerations

4.1 Observe all Manufacturing safety requirements, steel toed shoes and safety glasses. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or the community.

5.0 Materials/Equipment

5.1 N/A

6.0 Procedure

6.1 As soon as non-conforming or suspect product is identified, all affected product will be tagged with *Quality Hold* Q12-FM-100-002.

6.2 In order to determine the amount of affected product, the auditing process will begin by sampling product produced immediately before and after the non-conforming causing event. Audit details will be recorded in Quality Audit Notebook.

6.3 This auditing strategy will follow this format until there is a sequential run of three units of acceptable product before and after the beginning of the occurrence of non-conforming product that had been identified.

6.4 All products determined to be non-conforming will be place in a quarantine area.

6.5 Process control charts and production batch records will be reviewed by Quality, Production, and Engineering to determine root causes of the non-conformance. Next the disposition of

the product will be determined. Disposition may include rework, re-melt, re-route of product to different customer per their quality approval or proper disposal.

6.6 If recall is deemed necessary follow *Product Recall* Q12-PR-100-013.

7.0 Reference Documents

7.1 *Quality Hold* Q12-FM-100-002
7.2 *Product Recall* Q12-PR-100-013

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0	08/20/12	LM	New Document