**Safety:**

Observe all Manufacturing safety requirements

**Personnel Responsible:**

Quality Associate

**Purpose:**

To describe how non-conforming or suspect product found will be quarantined and audited by Quality Department

**Procedure:**

1. As soon as non-conforming or suspect product is identified, all affected product will be tagged with a placard – “Quality Hold” (Form QA-09-F01)
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.
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.
4. All product that is determined to be non-conforming will be classified as quarantined.
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. If recall is deemed necessary, refer to Giles procedure QA-15

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| Revision  Number | Revision  Date | Effective  Date | Revision  Author | Quality  Approval | Production Approval | Revision Description |
| 00 | 8/20/12 | 8/20/12 | L Martin | D Durbin | J.Bumgarner | New Document |
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