

REJECTION/REWORK REPORT OF NON CONFORMING PRODUCT AND DISPOSITION

Objective:

This format has been developed after combining 'Rejection/Rework analysis report' and 'NCP disposition record' to streamline the activity of rejection/rework management incorporating some new features like cost impact, ingot location etc.

Document Flow Department of occurrence → QA → PPC → SALES → M&T → QA → DIRECTOR

NC/Rejection/Rework Report No. :

Date :

WO No./Item No.	SL No.	Material grade	Present weight (kg)	Customer	Supplier	Qty	MAR No.
Heat No.	Order size/Drawing	Stage of Rejection	Cause of Rejection	Present Condition	Ingot Size	Ingot location	

NC/Deviation occurrence location and details
COPQ (INR) to be filled by PPC

- Sale price
- Cost at current stage
- Cost of rework
- Recovery

Sign & date

Initial Comment on NC by QA
Total Loss

Prepared by :
PPC

Checked By:
Sales

Sign & date

DISPOSITION PLAN AND REMARKS BY

PPC(Comments on salvation point of view)

Sign & date

Sales & Marketing(Comments on customer point of view)

Sign & date

M & T(Comments on process point of view)

Sign & date

Final Comment By QA

Sign & date

Responsible Department

Sign & date

Director comments on action taken(on disposition plan)

Sign & date

Instruction to use:

- > The format will be filled up by the representative of department of occurrence with all rejection/rework data and will be circulated to PPC, Sales, M&T and finally to Director.
- > PPC to contribute for all cost related data which will be vetted by Sales for both rejection and rework.

USE EXTRA SHEETS AS NEEDED