

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 08-07
	QUALITY MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 1
SECTION	OPERATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	CONTROL OF NONCONFORMING OUTPUTS		

Employees are empowered with the authority and responsibility to report nonconformities at any stage of a process in order to ensure timely detection and disposition of nonconformities. Authority to respond to nonconformities and actions to be taken are defined in a documented procedure to maintain achievement of process and fulfillment of service requirements.

The Top Management and the Functional Unit heads ensure that appropriate actions are taken to preclude the original intended use or application of any nonconforming product. Among others, they implement interventions such as corrective action; segregation, containment return or suspension of provision of services; informing customers; and/or obtaining authorization for acceptance of the transaction.

Review of nonconformities is conducted regularly to check for any trends or patterns of occurrence, which would require attention.

Effectiveness of the actions taken must be monitored and results must be retained.

Documented information of the nature of nonconformities and any subsequent actions taken, including results of reviews are retained.

When necessary, documented procedures must be reviewed and revised accordingly.

Prepared by:	Approved by:
 Quality Management Representative	 Regional Director