



	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK CONTROL OF NON-CONFORMITY	Doc. No:	UniKL/RCMP/ QMS-07
		Revision No:	01
		Date	01 July 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	QMR
2	01 July 2017	Upgrading of ISO 9001:2015	01	QMR

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1. OBJECTIVE

This procedure defines the methods by which a non-conformance is controlled to prevent inadvertent use.

2. SCOPE

This document shall apply to areas of non-conformance that are identified within its process of implementation.

3. REFERENCES

NIL

4. DEFINITIONS/ABBREVIATIONS

HOD : Head of Department

HOP : Head of Program

5. PROCEDURE

5.1 The STAFF identifies the non-conformity work by using form **UniKL/RCMP/QMS-07-01**. If it is practical, the non-conformity work is to be discontinued and segregated.

5.2 The HOD/HOP assisted by the STAFF, reviews the extent and severity of the non-conformity.

5.3 Based on the outcome of the review, the STAFF works out a proposal for the disposition of the non-conformity work. The disposition may be concessional acceptance or repair.


5.4 The STAFF discusses the proposed disposition with the HOD/HOP and implements a mutually agreed solution.

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- 5.5 The STAFF ensures that any repair work is re-inspected and/or re-tested in accordance with the inspection and test plan.
- 5.6 The STAFF records the non-conformity work in the Record of Non-Conformity Work, form **UniKL/RCMP/QMS-07-02** and signs off the entry after its disposition.
- 5.7 The STAFF takes corrective action in accordance with quality procedure if he considers it necessary.
- 5.8 The STAFF prepares a Record of Non-Conformity Report on form **UniKL/RCMP/QMS-04-01** and submits it to the HOD/HOP.

6. RECORDS

Record Ref.	Record Name	Retention Time
UniKL/RCMP/QMS-07-01	Notice of Non-Conformity Work	3 Years
UniKL/RCMP/QMS-07-02	Record of Non-Conformity Work	3 Years
UniKL/RCMP/QMS-04-01	Record of Non-Conformity Report	3 Years

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK NOTICE OF NON-CONFORMITY WORK	Doc. No:	UniKL/RCMP/ QMS-07-01
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Reported By : Position : Department : Date :

Area of Non-Conformity:
Description of Non-Conformity:
Term/specification not satisfied:
Repair/rework required:
Completion due date:

 HOD/HOP
 Date:

