1. **Purpose**
	1. The purpose of this procedure is to provide guidance for the use and completion of the Non-Conformance Form, HSIS SOPF60.
2. **References**
	1. In this document the person filing the report is to be the person who caught the non-conformance whether performing the work or affected by work/parts received.
3. **Precautions**
	1. This form is used to provide a method of tracking Non-Conformances. It is NOT a complaint or disciplinary form.
	2. This is not to hinder the flow of jobs through the shop, it is up to all parties involved to ensure this process is followed in a fashion that streamlining and flow is enhanced using this process.
	3. The person completing this form is to provide objective quantifiable feedback.
4. **Frequency**
	1. This form should be completed for every Non-Conformance
5. **Responsibility**
	1. Technicians
	2. Coordinators/Planners
	3. Management
	4. Senior Managers
6. **Completing the Form**
	1. Populate the Form Date
	2. Indicate the Non- Conformance
		1. Use Check Boxes Where Applicable
		2. If “Other” is Used, Clear Data is to be Recorded
	3. Ensure the detailed description of the Non-Conformance is clear so that appropriate action can be taken.
	4. Decide whether a Corrective Action Form needs to be completed, criteria below.
		1. Corrective Action Required- If the non-conformance required sending the part back to the supplier or previous technician a corrective action form is required. If the additional work by the technician performing the work exceeds .5 hrs. If the additional work impacts the customer with regards to delivery, price, or quality. If the corrective action requires additional material charges.
		2. Corrective Action is not required if the non-conformance was easily correctable by the person completing the form. This is defined as .5 hours or less additional work and no additional material expense.
	5. Approval- By approving the non-conformance, the approver is agreeing the above conditions have been met, and the spirit of the non-conformance is fulfilled.
		1. The approval of the Non-Conformance is to be a foreman/manager/director/executive. The approver must not be a subordinate of the person filing and should be a peer or one level higher if possible.
		2. The form is to be filed and stored in the job folder for the job affected.
7. **Revision Changes**

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| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 9/29/2022 |  | New Instruction |
| 1 |  |  |  |  |
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