

REJECTION OF NONCONFORMING PURCHASED MATERIAL

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1.0 PURPOSE

This procedure establishes the method for monitoring and controlling the quality of purchased material.

1.1 APPLICATION

Applies to the rejection of nonconforming purchased material and return to the supplier.

2.0 REFERENCE MATERIALS

2.1 NCMR Form 3.1-1 (Mill Products)

3.0 PROCEDURE

3.1 All nonconforming purchased material found during in-process usage will be rejected by the operator discovering the defect. Nonconforming material will be identified with an In-process Red Hold Card.

3.2 After nonconforming material has been segregated, the Quality Manager or the Supplier Quality Technician will be notified.

3.3 All nonconforming material will be dispositioned and determined by the Purchasing Department if the material should be returned to the supplier or scrapped. In both cases, a request for cause and corrective action will be sent to the supplier through the Supplier Quality Technician.

3.4 NCMR Form 3.1-1 will be submitted to the supplier with evidence of the said defect. The supplier shall respond to the NCMR within 30 days, if not, this may affect their supplier rating.

3.4.1 The completed NCMR will be distributed to both Purchasing and the rejecting area, but the original will be maintained in the Quality Department.

3.5 Purchasing will maintain records of nonconforming material rejected to suppliers for supplier rating purposes.