

Olin Brass Standard Work Instruction

3.1

REJECTION OF NONCONFORMING PURCHASED MATERIAL

Date 11/14/14

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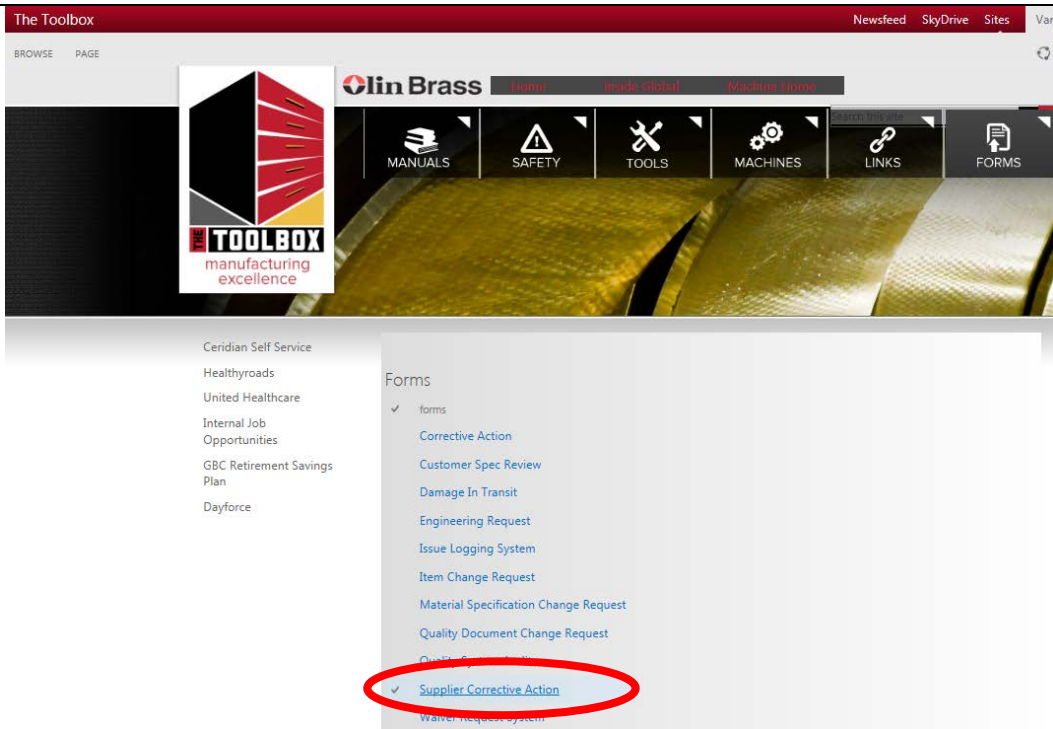
Scope: This procedure establishes the method for monitoring and controlling the quality of purchased material.

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

ITEMS NEEDED:

<p>Quality Website Supplier Corrective Action Electronic Form http://thetoolbox/QualityDocs/Lists/Supplier%20Corrective%20Action/AllItems.aspx</p>	Red Hold Card
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PROCEDURE:

1.1	<p>All nonconforming purchased material found either at receiving or during in-process usage will be rejected by the operator discovering the defect. Nonconforming material will be identified with a Red Hold Card and/or a printout of the Supplier Corrective Action Form on red paper (if available).</p>
1.1.1	 <p>The screenshot shows the 'The Toolbox' website interface. At the top, there is a navigation bar with 'Home', 'Work Global', and 'Machine Home'. Below this is a main menu with icons for 'MANUALS', 'SAFETY', 'TOOLS', 'MACHINES', 'LINKS', and 'FORMS'. The 'FORMS' menu is expanded, showing a list of forms: 'forms', 'Corrective Action', 'Customer Spec Review', 'Damage In Transit', 'Engineering Request', 'Issue Logging System', 'Item Change Request', 'Material Specification Change Request', 'Quality Document Change Request', 'Supplier Corrective Action', and 'Waiver Request System'. The 'Supplier Corrective Action' item is circled in red. On the left side of the page, there is a sidebar with various links like 'Ceridian Self Service', 'Healthyroads', 'United Healthcare', etc.</p> <p>Location of Link to Supplier Corrective Action Form on the Toolbox under Forms from the Home page</p>

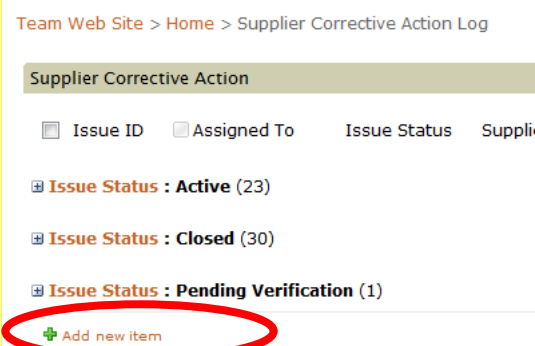
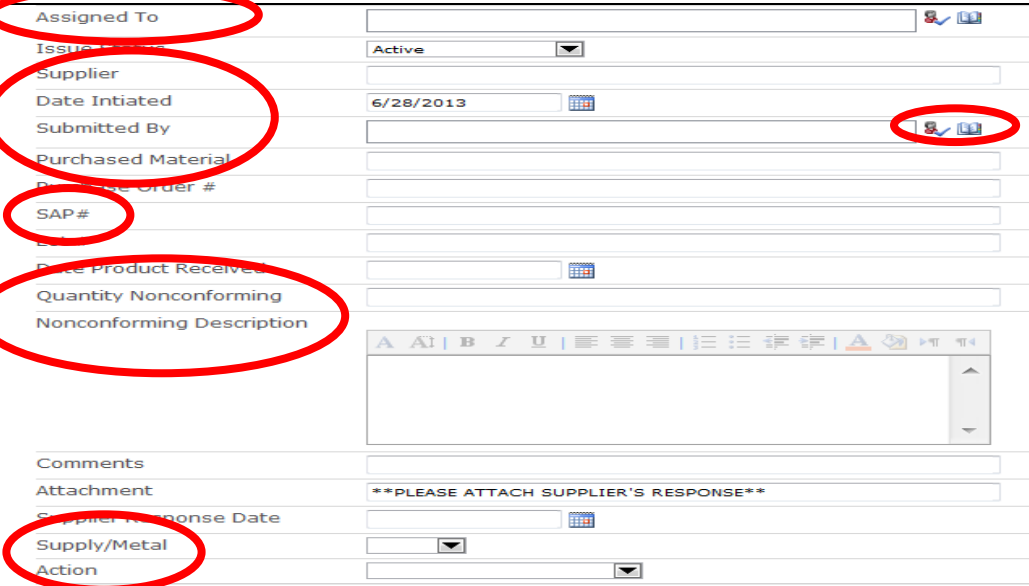
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1.1.2		<p>To enter a new Supplier Corrective Action, click on the “Add new item” link shown below.</p> 
1.1.3		 <p>Enter as much information as possible about the Nonconforming material.</p> <ul style="list-style-type: none"> • For Brass Mill Items, enter BM Supplier Group in the Assigned To section. • For Casting Plant Items, enter CP Supplier Group in the Assigned To section. • The person submitting the information is to enter their name in the Submitted By section. Use the link next to this section to find the correct name. • The following sections must be filled out: Supplier, Date Initiated, Purchased Material, SAP#, Quantity Nonconforming (? If Unknown), and Nonconforming Description. • Use the drop down menus to fill out the sections for Supply/Metal and Action.

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1.1.4		<ul style="list-style-type: none">• Nonconforming material is to be returned to the Storeroom at the Casting Plant along with a printed copy of the Supplier Corrective Action Log (on red paper if available). The designated storage area for Nonconforming Purchased Material at the Casting Plant is in the fenced in area in front of the storeroom.• Nonconforming material is to be put in the designated staging area in each of the Brass Mill Zones.
1.2		After nonconforming material has been segregated, the responsible Purchasing Agent will be notified.
1.3		All nonconforming material will be dispositioned if the material should be returned to the supplier or scrapped. In both cases, a request for cause and corrective action will be logged into the electronic system and submitted to the supplier along with evidence of stated defect.
1.3.1		The supplier shall respond to the form within 30 days, if not, this may affect their supplier rating. If they respond via email or through their form, it shall be attached to the Olin Brass Supplier Corrective Action Electronic Form.
1.4		The completed response will be communicated to Purchasing, Storeroom, QPE and the rejecting Production or Maintenance area.
1.5		Purchasing will maintain records of nonconforming material rejected to suppliers for supplier rating purposes.