



# BMP-007 Control on Non- Conforming Material

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**D**

Revision		Date	Approval
C	Update for AS9100/E-2 system	5/06	BD
D	Updated to reflect current practices	6/07	BD

**SCOPE:** This document is intended to define the processes Brendell Manufacturing utilizes to ensure that products which do not conform to product requirements are identified and controlled to prevent their unintended use or delivery.

## **REFERENCES:**

BMP-001 Document Control  
BMP-002 Control of Records  
BMP-003 Creation and Maintenance of Work Orders  
BMF-105 Process Improvements  
AS9100 Section 8.3  
Shop control software NCM form

## **DEFINITIONS:**

- **MRB:** Material Review Board
- **Disposition:** The activities that affect the condition or state of the specific products referenced on the NCM report
- **Corrective action:** The remedial activities undertaken to eliminate the circumstances that led to the creation of the product discrepancy.
- **Preventative action:** The broad scope activities undertaken to prevent future discrepancies by improving the processes related to production of the products.
- **RTV:** Return to vendor

## **1.0 IDENTIFICATION OF DISCREPANT PRODUCTS**

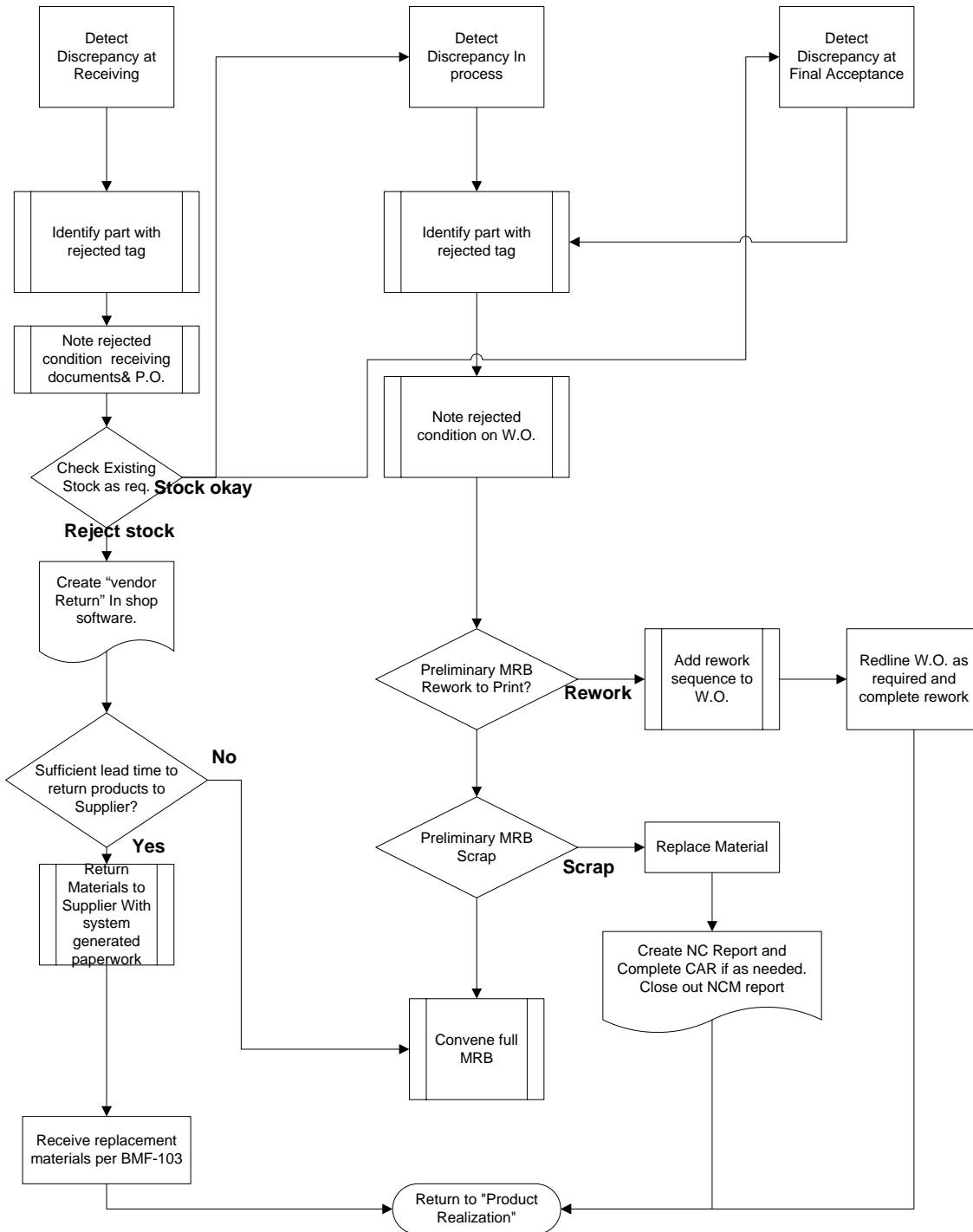
Any raw material, component, assembly, in-process product, or finished product which is determined to be nonconforming relative to any applicable drawing, specification, or other technical requirement shall be deemed discrepant or nonconforming.

Immediately upon detection of a nonconforming condition, the affected hardware shall be positively identified as discrepant (red-tagged) to preclude inadvertent use, processing, or delivery.

Upon detection of a nonconforming condition, the applicable manufacturing document and/or inspection document shall be annotated to indicate the date, point in processing, and nature of the nonconformance.

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**Figure (1) Preliminary MRB**





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## 2.0 PRELIMINARY MRB

Once identified as nonconforming, the discrepant item may not be further handled or processed without a preliminary material review. Figure (I) describes preliminary material review process.

Preliminary material review may yield the following dispositions:

- Rework to print - NCM report not required, annotation in the W.O. un planned event log per BMP-003
- Scrap – NCM required for cost accounting and corrective action review
- RTV (Return to vendor) NCM required to document nature of discrepancy to vendor

After completion of preliminary material review, components that can not be reworked to print, require significant repair or may be used as is shall be evaluated by the BMI Material Review Board for disposition. The NCM form shall be completed as noted in the next section.

## 3.0 MATERIAL REVIEW BOARD

The material review board shall consist of the company Managing Director, Account Manager and the Quality Administrator. In some instances, as noted below, the customer and/or Government representative shall also participate in the MRB activity. Not all individuals must be represented for each activity but all individual provide input to the process.

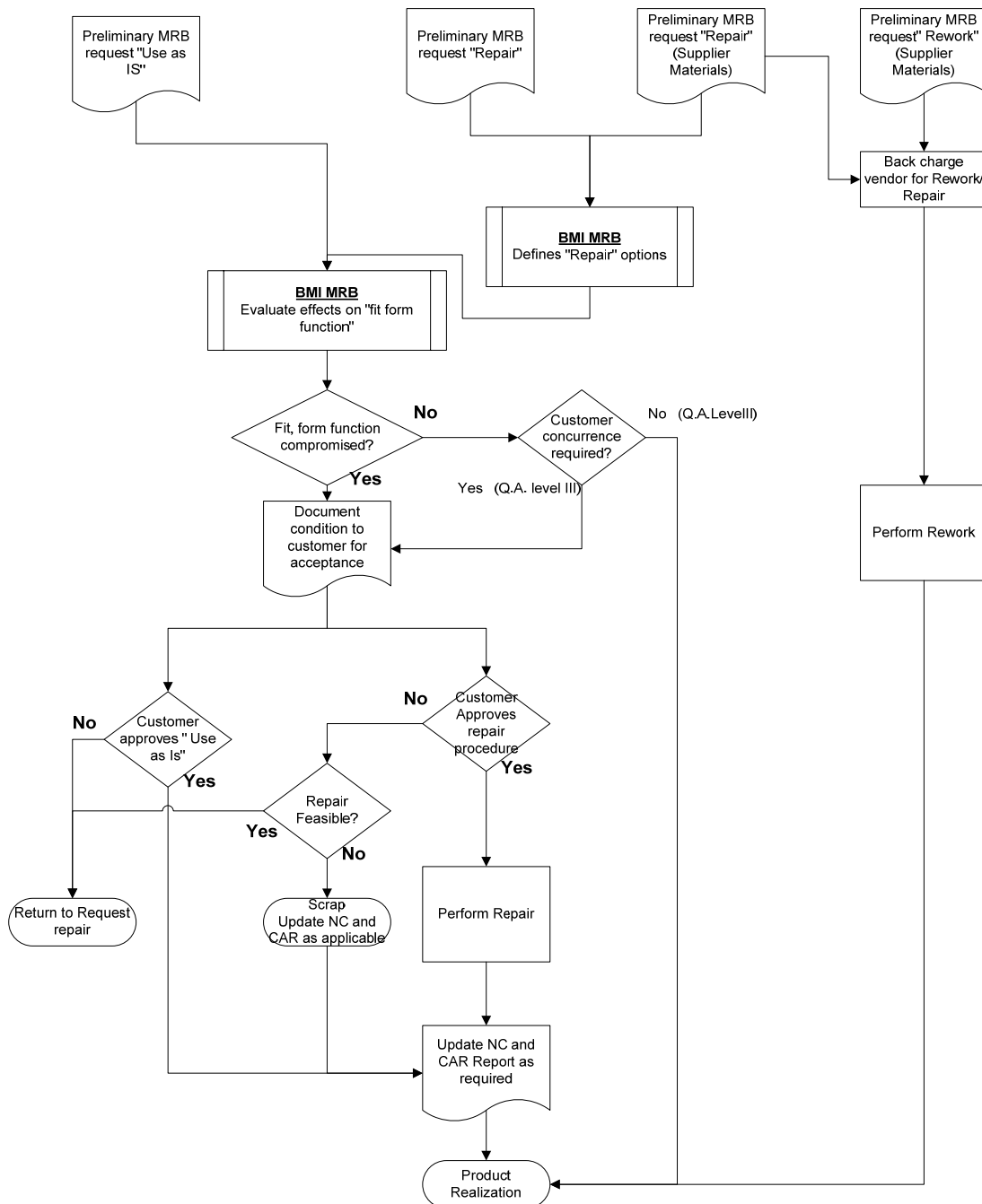
Discrepant Items that have been through the preliminary material review but, will require:

- Repair that will alter the fit form or function of a the component
- Major rework
- Customer concurrence for Repair
- Use As is Disposition as Repair not feasible

These items shall be processed thru the full MRB Process as noted in Figure (II)

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**Figure (II) Material Review Board**





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## **4.0 PROCESSING OF THE NCM REPORT**

All pertinent information shall be filled out in the header of the NC form embedded in the shop system software. This form is the record of note for the NC. Any employee may identify a condition that may require an NC report. The report will be initiated by Quality Personnel. Upon creation of the NC it will be automatically assigned a number and be tracked via the shop control software.

### **4.1 Defect Description**

The defect description shall be complete and note the specific characteristic that has been deemed as discrepant. The required value and the actual value for the characteristic shall be included. A "reason code" shall be selected from the shop control software to identify the cause of the discrepancy.

### **4.2 Cause of the discrepancy**

The cause of the discrepancy shall be determined by the area supervisor. The cause shall be the events, errors or system failures that created the discrepancy. These failures shall be categorized for tabulation purposes with in the on line NC system. The categories shall be: Marginal process, engineering error, workmanship, materials

### **4.3 Corrective Action**

Corrective action shall be determined by the area supervisor. The corrective actions are the steps taken to eliminate the events, errors or system failures that led to the discrepancy. Corrective actions are directed at the specific set of circumstances that created the defects and are intended to be remedial in nature. The area supervisor shall implement the changes as required.

### **4.4 Preventative Action**

Preventive action shall be determined by the MRB. Preventative action is intended to be broad in scope utilizing the NC event to apply actions that will prevent similar occurrences on any product, not simply the affected products. Preventative actions are not required to complete each NC. Preventative action shall be requested when the nature of the discrepancy reveals has some systemic implications that could be improved upon. The request for preventive action may come from any employee and may be requested at a later time, such as during a review of NCM reports or as a result of BMF-105 Process Improvements.

### **4.5 Disposition**



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The disposition affecting the product shall be arrived at with input from all members of the MRB board in order to balance the needs for best cost, quality and delivery. The disposition is the first element of the NC form to be completed to assure minimal disruption to the production cycle.

This disposition may require the review by the Customer or Government authorized MRB representative. Should the customer or Government representative become involved in the dispositions, all data shall be transmitted via the NC report unless the documentation is required in the customers format. In any event the customer or Government authorized MRB representative shall sign the NC report indicating acceptance of the disposition.

The following actions and dispositions may be provided by the MRB

- ❑ **Continued processing:** further processing of a nonconforming item may be authorized as deemed appropriate by MRB. Such continued processing is to proceed only to the point authorized by MRB. Positive means are to be employed to assure compliance with limits of continued processing. Unless specifically authorized by MRB, with Customer/Government concurrence where applicable, processing may not continue to a point at which the original nonconforming condition would become covered or concealed.
- ❑ **Additional inspection or data gathering:** MRB may request that additional inspections, tests, or other data-gathering efforts be performed in an effort to arrive at a technically sound disposition.
- ❑ **Use as Is:** This disposition allows use of the nonconforming item in its present state.
- ❑ **Repair:** A repair disposition allows the nonconforming item to be further processed to a point at which, while not conforming to all applicable technical requirements, the item is deemed capable of performing its intended function satisfactorily.
- ❑ **Rework:** This disposition allows rework or further processing which will return the item to full conformance with applicable technical requirements.
- ❑ **Scrap:** This disposition deems the item to be unsuitable for its intended purpose, and requires its permanent removal from service.
- ❑ **RTV:** Return to vendor, The discrepant items are immediately returned to the



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vendor for replacement. Replacement must be in kind, and may not involve repair or rework. The return and replacement must be mutually agreeable between BMI, the vendor, and any appropriate Customer/Government representative.

When the disposition has been completed and approved by the MRB, the rework or repair may commence as required. In the event of "use as is" decisions, the part may be shipped or continue processing thru the production cycle.

## 5.0 SUPPLIER RELATED DISCREPANCIES

Discrepancies noted at receiving per BMF-103 shall be processed in accordance with the instructions noted in this procedure with the following exceptions:

- (A) During preliminary MRB consideration must be given to the lead time to replace the discrepant product. In the event the replacement time will jeopardize the program success the full MRB shall convene to consider rework, repair or use as is options. A copy of the NC report will be transmitted to the supplier with instructions to complete the corrective action and preventative actions sections of the NC report. Cost associated with the disposition of the supplier furnished goods will be assessed against the supplier.
- (B) In all cases where sufficient lead time will allow return of product the product should be returned to the vendor for replacement. The CAR report will be transmitted to the supplier with instructions to complete the corrective action and preventative actions sections of the NCM Report. Corrective action and preventative actions may be documented on the vendor's format referencing the Applicable NC or CAR report.
- (C) In the event the discrepancy is detected after the materials are in use and can not be returned a NC will be initiated and processes in accordance with (A) above. The receiving inspection data base will be revised to indicate a non-conformance against the suppliers score.

## 6.0 CLOSURE OF THE NCM REPORT AND MRB ACTIVITY

The Material review board activity is considered closed when the following items are completed:

- The NC Report the Corrective Action block completed
- The NC report has the Disposition Block Completed
- The repair or rework has been performed and verified
- The preventative action block is completed if requested



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- The preventative actions have themselves been completed
- Signatures have been entered as required.

The completed NC Report is to be filed with the job file in accordance with BMP-002 Control of Records. A copy of Supplier related NC reports are to be filed with the suppliers file.