BACHMAN MACHINE COMPANY			Unusual Reporting Rule
QMS GI-M18	Rev A	Date 07-24-13	**Procedure Authority: Quality Manager**

Purpose: The purpose of this procedure is to establish a consistent manner by which to report and respond to unusual circumstances. Specifically, those concerns that could suggest a problem with quality, safety, or proper equipment function.

Scope: The scope of this procedure includes initial detection, reporting to management, confirmation of the concern, isolating non-conforming product, and remedial activities regarding the unusual circumstance.

Responsibility: The Production Manager and Quality Manager are collectively responsible to properly administer of this procedure.

Definitions:
Unusual circumstance = An awareness to something out of the ordinary; something perceived different to the senses, i.e. sight, sound, or touch. The concern is that this unusualness could impact part quality, safety, or proper equipment function.

Reference Documents:

Procedure:

In the course of running production, if anything unusual occurs to suggest that part quality, safety or proper equipment function is compromised, the operator must respond in the following manner.

1. Stop production. – Production must be stopped to allow time for Management and Quality to intervene and deploy remedial actions as appropriate.

Note: In some cases, it may be unwise to physically stop equipment from running. "Stopping production" may also be achieved by diverting parts to a rejected or hold status until the unusual condition is resolved.

2. Notify management and Quality. – Notify all necessary people to the concern and explain all relevant details.

3. Confirm suspicions. – People in authority, i.e. Management and Quality, will collectively confirm whether or not to continue with production stoppage. Perhaps something is wrong, or the condition is not a threat to quality, safety, or proper equipment function.

Procedure Continued:

4. Investigate Root Cause and Inventory. – People in authority must investigate the root cause and determine an adequate correction. Additionally, all inventories must be checked for defects and ensure that all suspect parts are quarantined.

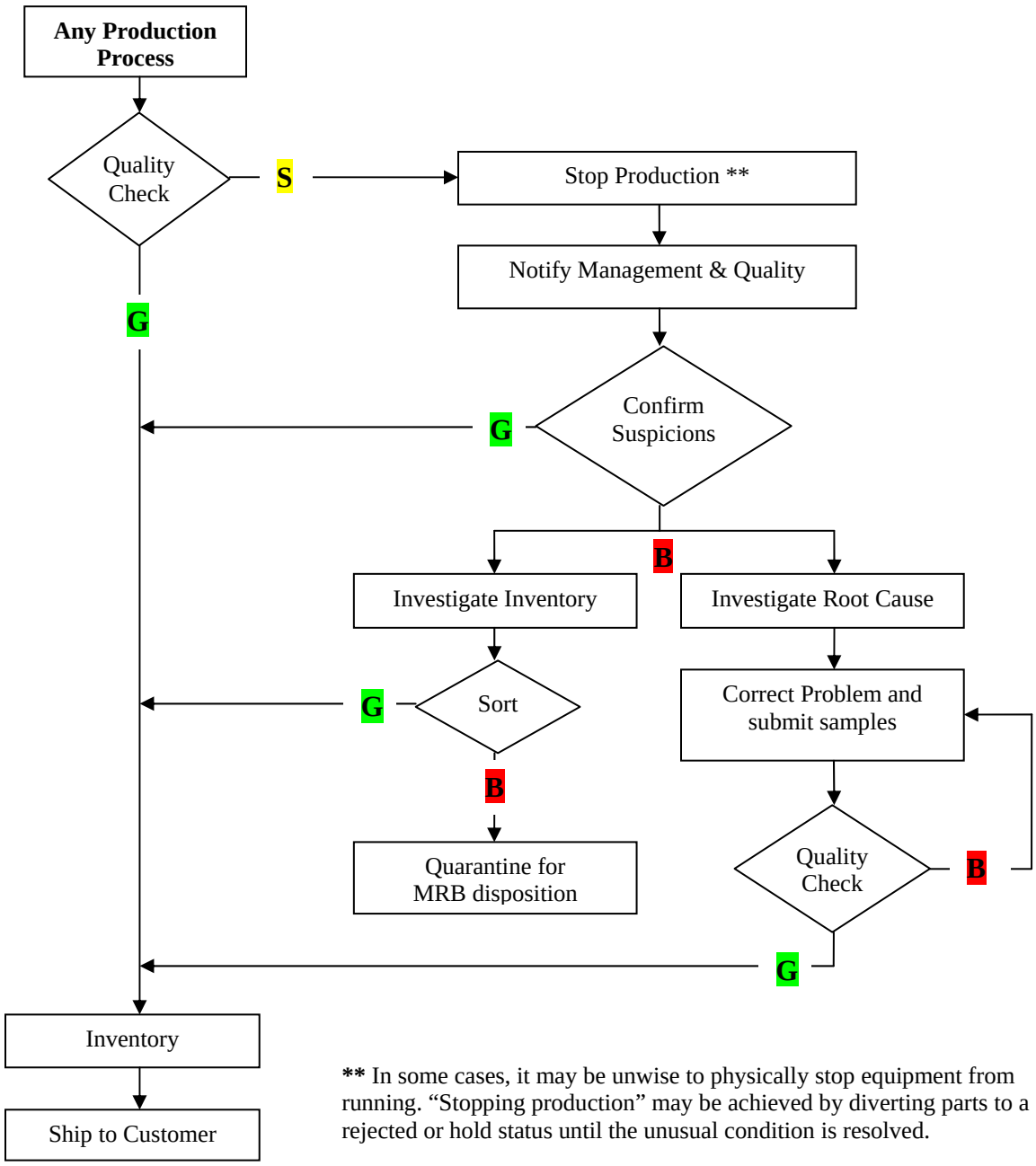
5. Incorporate a correction. – An effective correction must be incorporated and when applicable, sample production must be submitted to quality for approval.

6. Quality Check – If Quality of the product is good and all other concerns eliminated, production may resume.

“Unusual Reporting Rule”

Note: In cases of perceived unusual circumstances; specifically, when questioning the quality of production parts, safety, or proper equipment function, please follow these steps and as always, see your supervisor if you have any questions.

G = Good Parts S = Suspect Parts B = Bad Parts



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