	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i> Control Of Nonconforming Product	GP BAI-20 Rev. No.: 03 <i>February 08, 2021</i> Page: 1/2

1.0 Objective

- To ensure that products which does not conform to requirements are identified and prevented from unintended use.

2.0 Scope

- This procedure covers all activities from the identification of the nonconforming products up to the monitoring of the effectiveness of action taken to prevent recurrence.

3.0 Definition of Terms

- Nonconforming Product/s include incoming materials, in-process products and finished products (including certificates/permits) which do not conform to specified requirements.

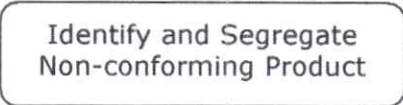
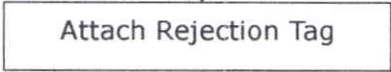

4.0 Records

- R-BAI-84 Waste Disposal File
- R-BAI-43 Nonconformity and Corrective Action Report(NCAR) File

5.0 References

- ED BAI-01 PNS ISO 9001:2015, Quality Management Systems- Requirements
- GP BAI-19 Corrective Action

6.0 Process Flow

FLOW	RESPONSIBILITY	DETAILS
	Concerned Employee	<ul style="list-style-type: none"> Visual check certificates/ permits for correctness Encircle with pencil typographical errors
	SH	<ul style="list-style-type: none"> Red tag/note padis attached to the nonconforming product Store items at the rejection area until reviewed for final disposition For document to be corrected, return to concerned division
		



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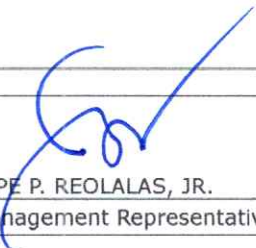
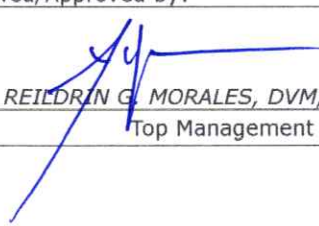
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<p align="center">A</p> <p align="center">↓</p> <p align="center">Evaluate effect/s of the nonconformity</p> <p align="center">↓</p>	<p align="center">DQMR/SH</p>	<ul style="list-style-type: none"> For major errors, revise accordingly and discard original with mistakes (paper shredder) Certificates should not bear any mark of corrections
<p align="center">↓</p> <p align="center">Determine Actions to Deal with NC Product</p> <p align="center">↓</p>	<p align="center">Concerned Section Head/Unit</p>	<ul style="list-style-type: none"> Nonconforming product maybe released to the customer under concession with approval by the Division Chief/Director
<p align="center">↓</p> <p align="center">Implement Action</p> <p align="center">↓</p>	<p align="center">Concerned Process Owner</p>	<ul style="list-style-type: none"> Use GF BAI-167 Waste Disposal Form for disposal of Nonconforming Product shall be approved by the DC upon the recommendation of the DQMR/SH
<p align="center">↓</p> <p align="center">Conduct Corrective Action</p> <p align="center">↓</p>	<p align="center">Concerned Process Owner</p>	<ul style="list-style-type: none"> For further investigation of the root cause/s of the detected nonconformity, refer to GP BAI-19 Corrective Action Nonconformance Report is submitted to the Division Chief
<p align="center">↓</p> <p align="center">Monitor Effectiveness of Action Taken</p>	<p align="center">Concerned Section Head/Unit Head</p>	<ul style="list-style-type: none"> Results of action taken is reported to management meetings and Management Review

Prepared by:	Reviewed/Approved by:
<p align="center"></p> <p align="center">FELIPE P. REOLALAS, JR. Quality Management Representative</p>	<p align="center"></p> <p align="center">REILDRIN G. MORALES, DVM, MVPHMgt. Top Management</p>