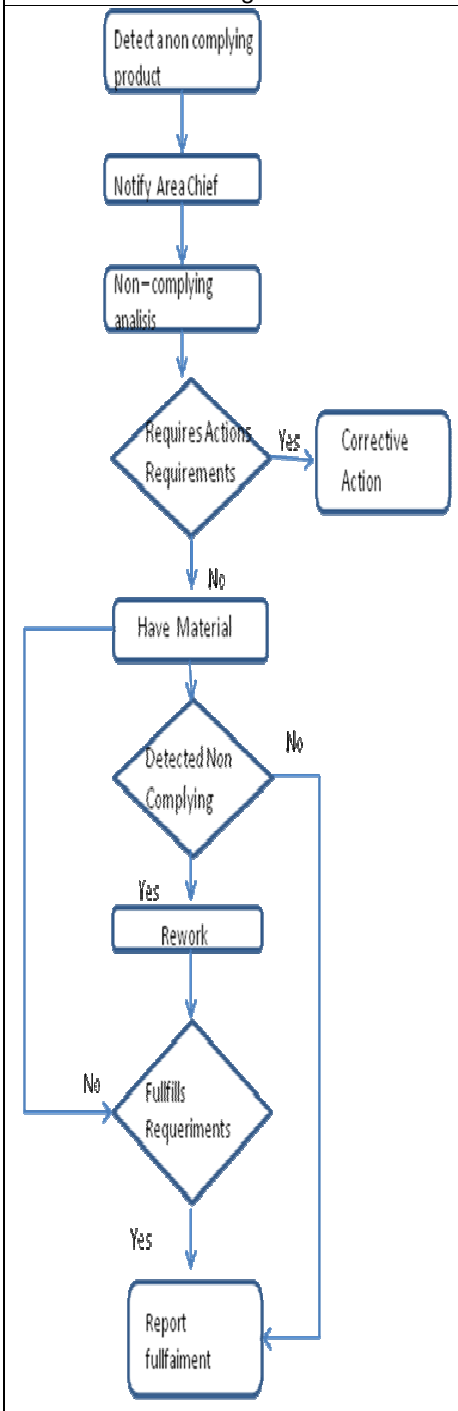
1. OBJECTIVE

To establish the controls, responsibilities and authorities to make sure that the non-complying product is identified and controlled to prevent its unintentional use or delivery.

2. SCOPE

It applies from the detection of a non-complying product to the documentation of the actions taken with it and the notification to the Direction.

3 ACTIVITIES DESCRIPTION

Stage	Evidence	Responsible	Key Feature
	N/A	Quality/ Production	Personnel of Quality and /or production detects a product non-complying external o internal the customer's requirements and notifies the MRB
	FQ04 01 FP01 09	MRB	MRB elaborates report FQ04 01r1 and informs via e-mail or rally to the involved ones of the areas in case that is the result of external provider will communicate under as appropriate to the company either electronic or verbal requiring actions to take by the supplier. The times required by MIMSA for the reply of the AC. Registration FQ04 01 will be the objective evidence for the responsibility of the supplier. Register quantity, number of RNC or AC in the FP01 09 traveler plus sign, date of review in area that describes the FP0109.
	FQ04 01	MRB	Based on the record of FQ04 01r1 the MRB analyzes the seriousness of the problem. And takes the corresponding actions.
	FQ03 01	Quality	Quality Department determines based on the seriousness of the problem or its frequency, if it is necessary to bring a corrective action, if it is required, record it in FQ03 01r0 Preventive, Corrective and Improvement actions.
	FQ04 01 e-mail	MRB Quality	PRM is who has the authority to dispose for rework; any other disposition will be under concession by the customer assure record the aproved. When the material is intended for scrap, it is marked with red paint. Quality communicates to the client when a non-compliance product that has already been delivered is identified.
	FQ04 04 FQ04 03 FQ04 02	MRB	Dispositions are specified on FQ04 01 Non-Complying Product Report, product is labeled. (FQ04 03 STAND BY, FQ04 04 REJECTED, FQ04 02 APPROVED, RED MARK SCRAP)
	FQ04 01	MRB	If rework is required, the report FQ04 01 is flowed down to Production with the recorded actions to take

	FQ04 01	MRB	MRB re-inspects the remanufactured product, and records observations on the form FQ04 01 Non-complying report.
	FQ04 01	MRB Quality	MRB authorizes final product with the form FQ04 01 "Non-complying product report". Quality presents the status of non-complying product to the General Manager.

4 NOTES

4.1 The selection of the Material Review Board (MRB) is based on:

- Experience
- Skills
- Knowledge

4.2 The selected job's descriptions to be MRB indicate the requirement of the previous points in the area of Material Review.

4.3 Times defined for the contestation of AC

- Immediate Correction and Containment 2 business day
- Action Plan 6 business day
- Root Cause Statement 12 business day

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5 DEFINITIONS

5.1 QM Quality manager.
5.2 OM Operations manager.
5.3 MRB Material Review Board

6 RECORDS CONTROL

6.1 FQ04 01r1 Report of non-complying product.
6.2 FQ03 01r0 Corrective, preventive or improvement action.
6.3 FQ04 02r0 ACCEPTED
6.4 FQ04 03r0 STAND BY
6.5 FQ04 04r0 REJECTED

7 REFERENCE DOCUMENTATION

7.1 PP01 Procedure Realization Product
7.2 PQ03 Procedure Corrective, Preventive and Improvement Actions
7.3 AS9100 Quality Management Systems - Requirements for Aviation Space and Defense Organizations
7.4 D6-51991 QUALITY ASSURANCE STANDAR FOR DIGITAL PRODUCT DEFINITION AT BOEING SUPPLIE

8 CHANGE CONTROL

CHANGE DESCRIPTION	REVIEW
Changed FQ04 01r1 to improve process and better understanding of workers.	1
Implementation of MRB and selection description	2
Added FP0109 traveler record to have the link with System Job Boss (30-Sep-2015)	3
Adds AS9100 and D6-51991 reference documents, also adds the time of contestation to AC. (May- 17 2016)	4

ELABORATED BY	REVIEWED BY	APPROVED BY
Position: Quality Manager. Signature:	Position: Quality Manager. Signature:	Position: General Manager. Signature: