

EMS PROCEDURE: NONCONFORMANCE CORRECTIVE AND PREVENTIVE ACTION

I. Purpose

To provide a standard procedure to identify, document, analyze, and implement preventive and corrective actions.

II. Scope

III. Definitions

Corrective Actions: Action taken to eliminate the cause(s) of an existing nonconformity, defect.

Originator: the originator of a corrective and/or preventive action can be any employee.

Preventive Action: Action taken to eliminate the cause(s) of a potential nonconformity, defect, or other undesirable situation in order to prevent an occurrence.

Problem: Any nonconformance or any condition that has the potential to cause a nonconformance.

IV. Supporting Documents

1. Attachment 35 Form A, Preventive/Corrective Action Form
2. Attachment 35 Form B, Preventive/Corrective Action Log

V. Procedure

1. Originator describes a problem in the Problem section of The Preventive/Corrective Action Form and signs and dates the form.
2. Corrective and Preventive Actions may be triggered by the following events:
 - a. product nonconformity
 - b. injury/illness report
 - c. recurring problems with a particular operation or process
 - d. internal audit
 - e. noncompliance to any ISO 14001 standard
 - f. feedback from customers
 - g. management review
 - h. change in regulations or requirements
 - i. monitoring discrepancies
3. TYAD will assign sequential identification number and decide if stated problem requires corrective action. If no corrective action is required, go to step 8.
4. TYAD will identify the appropriate corrective action,

- including the proposed implementation date.
5. TYAD will complete appropriate section of Preventive/Corrective Action Form, sign and date.
 6. TYAD or designee will implement corrective action and record actual implementation date and forward the original Preventive/Corrective Action Form to EMS coordinator for record keeping.
 7. Go to step 9.
 8. TYAD will document on Preventive/Corrective Action Form the reason no corrective action is required.
 9. TYAD will sign and date form and return a copy to the originator and provide the original Preventive/Corrective Action Form to EMS coordinator for record keeping purposes.
 10. The EMS coordinator will log results in Preventive/Corrective Action Form.