
WAREHOUSE NONCONFORMANCES (SUP-P204)

DCSS- Supply Services

1.0 SCOPE:

- 1.1 This procedure outlines the process to follow when nonconforming products are identified at the warehouse, or returned to the warehouse.

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2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Purchasing

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 DCSS: Dougherty County School System

5.0 PROCEDURE:

- 5.1 If nonconforming product is received from a vendor of the Dougherty County School System, it is placed in a material hold area to await disposition. This product is logged on the Nonconformance Log, SUP-F003, in the warehouse office.
- 5.2 In the event that warehouse personnel identify nonconforming products due to damages, the warehouse personnel will log the incident on the Nonconformance Log, and store in the material hold area.
- 5.3 Material hold areas are identified so that nonconforming product(s) are not inadvertently used or shipped from the warehouse. In the event that product(s) are too large to place in a material hold area, the products are wrapped and appropriately identified as non-usable.
- 5.4 The Assistant Director of Purchasing or designee will determine the necessary disposition for each nonconformance and log this disposition onto the Nonconformance Log.
- 5.5 A determination will be made for each entry as to whether or not a corrective action is required. If so, the information required is forwarded to one of the Co-Management Representatives to process per DPM-P005, Corrective Action Procedure. This will be noted on the Nonconformance Log.
- 5.6 When damaged material can be corrected or reworked, verification that the product meets requirements is documented on the Nonconformance Log.
- 5.7 In the event it becomes apparent that the warehouse has inadvertently shipped nonconforming or damaged material, the warehouse will immediately recall the product and log the incident on the Nonconformance Log. A corrective action is required in order to determine the extent of the incident and ensure proper action is taken. Reference DPM-P005.
- 5.8 Information concerning vendor non-conformances is utilized as part of the vendor evaluation process as well as analysis of data in management reviews.

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6.0 ASSOCIATED DOCUMENTS:

6.1 Vendor Nonconformance Log, SUP-F003

6.2 Corrective Action Procedure, DPM-P005

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Vendor Nonconformance Log	Hard Copy in the Warehouse	3 Months worth of entries at the Warehouse; Minimum 2 years in the ISO files	Not required	Forward to Process Management office for ISO files every three months, Discard after two years, as desired.

8.0 REVISION HISTORY:

Date	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
18-Sep-03	B	Corrected Director's title in Sections 2.1, 3.1 and 5.4. Change made in Section 5.4.
06-Nov-03	C	Made changes in the heading from Dougherty County School System – Business Services to DCSS-Supply Services
17-May-09	D	Deleted Supply Services/Purchasing Director in sections 3.1 and 5.4 and added Assistant Director of Purchasing.

***** End of Procedure *****