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## Control of Non-Conforming Items

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### 1.0 Purpose

- 1.1 This document describes how to identify the non-conforming items and control to prevent its unintended use or delivery.

### 2.0 Introduction

- 2.1 **Quality Manager** is responsible to ensure this procedure is implemented and maintained.

### 3.0 Process Input Requirement

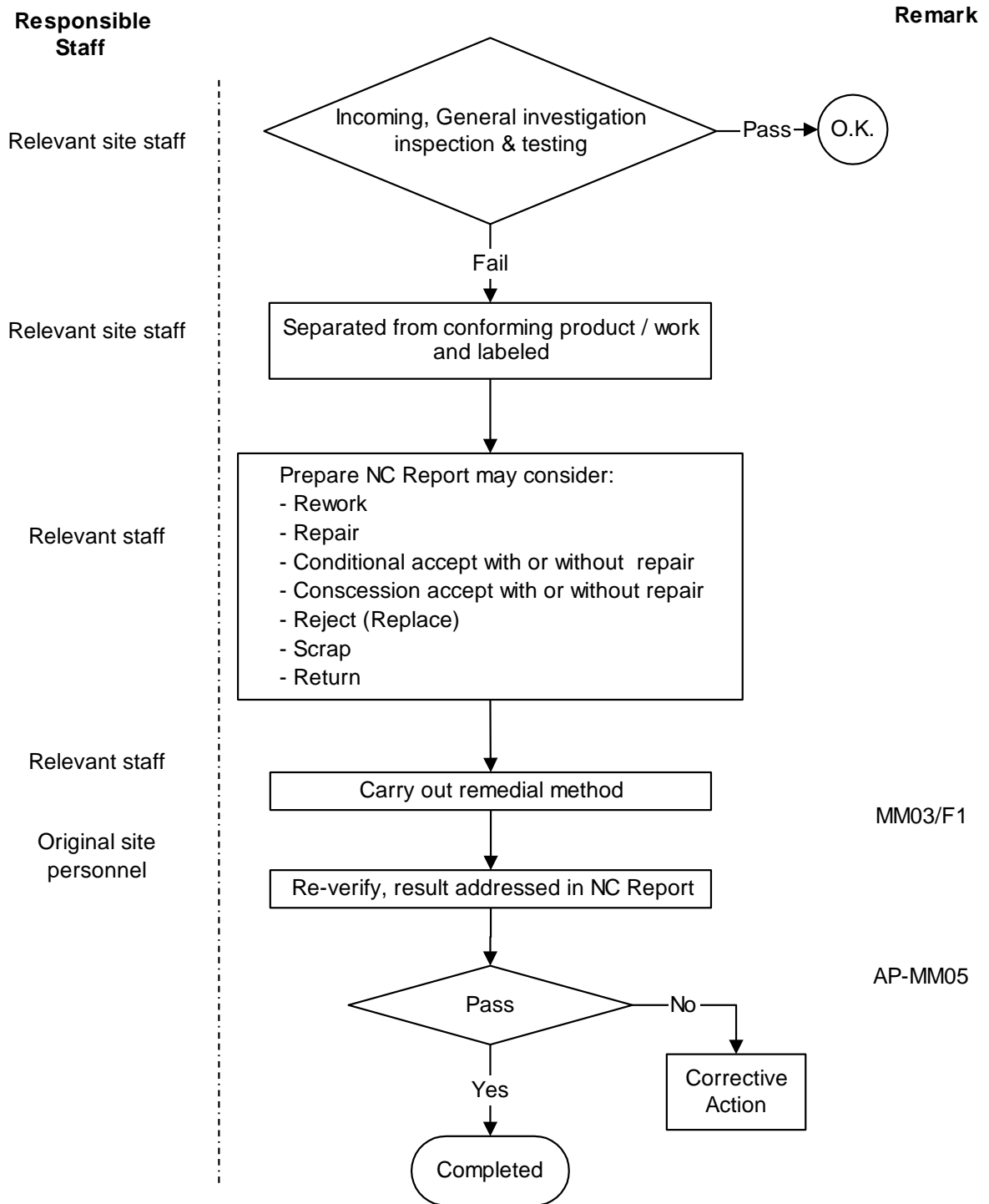
- 3.1 The relevant **Department Head** must ensure the relevant staff know and understand the works requirement in order that the non-conforming works are identified.

### 4.0 Relevant Document

AP-MM05          Corrective and Preventive Action

**Control of Non-Conforming Items**

**5.0 Procedure (Flowchart)**



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**6.0 Remark**

Nil

**7.0 Record**

<b>Record</b>	<b>Form No.</b>	<b>Responsible person</b>	<b>Minimum Retention Period</b>	<b>Filing Index</b>
NC Report	MM03/F1	Project Manager	1 year	By project date
Relevant Report	--			