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

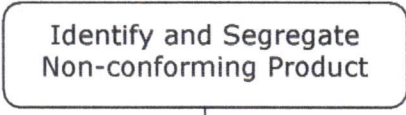
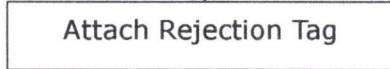

### 4.0 Records

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



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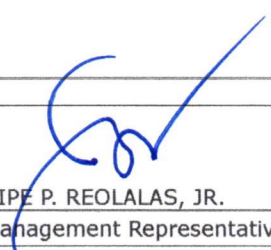
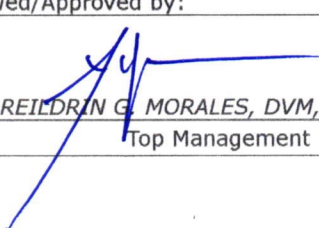
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GP BAI-20

Rev. No.: 03  
February 08, 2021  
Page: 2/2

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

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