



Non-Conformance Reporting and Corrective Action Procedure

1. Purpose & Scope

1.1 This procedure ensures that all non-conformances are identified and recorded, and that the appropriate corrective action is taken to rectify all identified non-conformances, preventing their reoccurrence in the future.

2. Responsibility

2.1 All members of staff are responsible for notifying the Environmental Manager of any identified non-conformances.

2.2 The Environmental Manager is responsible for the completion of Non-Conformance Reports and for determining and implementing corrective action.

2.3 Once the corrective action has been completed the Environmental Manager is to undertake a verification check to ensure that corrective action has been effective.

3. Procedure

3.1 All identified non-conformances are to be reported to the Environmental Manager.

3.2 All identified non-conformances are to be recorded on a Non-Conformance Report Form (see attached).

3.3 The source or cause of the non-conformance is to be identified, allowing for the development of appropriate and effective corrective action.

3.4 Corrective action is to be documented, together with an agreed timeframe for implementation.

3.5 A review of the effectiveness of the corrective action will be undertaken by the Environmental Manager

3.6 If the non-conformance persists after the implementation of corrective action alternative solutions are to be examined until the closure of the non-conformance can be successfully achieved.

3.7 On the successful closure of the non-conformance, the Non-Conformance Report will be signed off by the Environmental Manager.

3.8 Reoccurring non-conformances, significant deviations from legislation, procedures or environmental policy or non-conformances that pose an environmental risk will be reported to senior management for further investigation.

4. Associated Documents

- Non-Conformance Report Form

Non-Conformance Report					
Non-Conformance No:	NPTC 01	Date recorded:	October 2012		
Identified by:	Llandarcy Staff	Department/Area:	Llandarcy Academy of Sport		
Description of Non-Conformance: <i>Member of the Public drove a vehicle into the Main Car Park that leaked engine oil over the Main Entrance and Exit Routes.</i>					
Cause of Non-Conformance: <i>The Driver was not aware of problems with engine leaking oil. This event was out of the College's control, however the Emergency Plan for dealing with oil spillages was implemented.</i>					
Proposed corrective actions to be taken to prevent recurrence: <i>Drainage Contractor with experience of dealing with oil spills was engaged to carry out an environmental 'clean-up' of the following:-</i> <ul style="list-style-type: none"> • <i>Main Drains and Gulley's (Clean out)</i> • <i>Petrol Interceptor (Clean out)</i> • <i>Tarmac area (covered with treated sawdust)</i> • <i>Stream (Bunds placed across to catch any oil etc)</i> 					
Auditor Name:	C Heffey	Environmental Representative:		Date for action to be completed by:	ASAP
Evidence provided to demonstrate closure of Non-Conformance: Clean-up implemented and controls prevent the oil spillage entering local water courses and drainage systems.					
Auditor Name:	<i>C Heffey</i>	Non-Conformance Closed: (Yes/No)	<i>YES</i>	Date:	<i>October 2012</i>
Further information:					