

Brookhaven National Laboratory/ Light Sources Directorate							
Subject:	Nonconformance and Preventive and Corrective Action						
Number:	DL-QAP-0801	Revision:	A	Effective:	4/23/2008	Page	1 of 3
Prepared By:	M. Buckley, E. Cheswick	Approved By:	A. Ackerman	Approved By:	C. Porretto		

*Approval signatures on file with master copy.

[Revision Log](#)

1.0 PURPOSE

To establish NSLS and NSLS II specific responsibilities and procedures for reporting, documenting, and implementing corrective actions related to nonconformances addressed in the BNL SBMS subject area "[Nonconformance and Preventive and Corrective Action](#)".

2.0 SCOPE

This document is a supplemental procedure to the BNL SBMS subject area "[Nonconformance and Preventive and Corrective Action](#)" which is applicable when the quality and usability of items, services, or processes do not meet requirements.

3.0 REFERENCES

- 3.1 "[Nonconformance and Preventive and Corrective Action](#)" subject area.
- 3.2 [Light Sources Directorate Nonconformance Report \(NCR\) form](#) - QF-015.
- 3.3 [Assessment Tracking System \(ATS\)](#) - refer to for viewing assessments, nonconformances, conditions, or actions, or for an overview of the ATS system.

4.0 DEFINITIONS

- 4.1 "[Nonconformance and Preventive and Corrective Action](#)" subject area definitions.
- 4.2 [Assessment Tracking System \(ATS\)](#) - an online database used to manage assessments, nonconformances, conditions, and corrective actions.

5.0 PROCEDURE

- 5.1 Follow the procedures indicated in the SBMS "[Nonconformance and Preventive and Corrective Action](#)" subject area unless otherwise stated in this supplemental procedure.
- 5.2 Complete a Light Sources Directorate Nonconformance Report (NCR) to document nonconformances of processes, systems, and if applicable, procured items. In lieu of the NCR form, nonconformances may be documented within Light Sources Directorate assessment reports. Include a corrective and/or preventive action plan, obtain signature approval for the plan, and develop a distribution list for the form/report. The distribution list should include individuals listed on the [NSLS](#) or [NSLS II](#) NCR Standard Distribution List and individuals affected by the nonconformance.

Note: Alternative reporting methods for nonconforming procured items are addressed in the guidelines section of the "[Nonconformance and Preventive and Corrective Action](#)" subject area.

Subject:	Nonconformance and Preventive and Corrective Action					
Number:	DL-QAP-0801	Revision:	A	Effective:	4/23/2008	Page 2 of 3

- 5.3 Contact the [NSLS or NSLS II Quality Representative \(QR\)](#) for assistance in completing the NCR, and identifying, documenting, or establishing corrective and preventive actions for the nonconformance.
- 5.4 Send the completed NCR to the NSLS Quality Control Coordinator or the NSLS II Documents and Records Administrator (DRA) for distribution and filing, and also send a copy of the electronic file to the NSLS or NSLS II QR.
- 5.5 The NSLS or NSLS II Quality Representative will act as the NSLS or NSLS II ATS Administrator, which includes entering, editing, tracking, and monitoring all applicable assessments, conditions, nonconformances, and corrective actions into the ATS.
- 5.6 Owners of nonconformances, assessments, conditions, or actions may add/update an assessment, condition, or action, change the due date of an action, or close an assessment, condition, or action by completing one of the [ATS forms](#) and submitting it to the NSLS or NSLS II ATS administrator or by replying to the ATS e-mail notice. Include any relevant information on the form or e-mail. Additional Light Sources Directorate [ATS instructions](#) can be viewed on the NSLS or NSLS II QA website.

