

Control of Non-Conforming Material

1.1 Purpose

To ensure that materials and equipment that does not conform to contract requirements does not get used in the Project and is controlled accordingly.

1.2 Scope

All equipment and materials used by HWE and it's subcontractors during construction.

1.3 Procedures

- 1.3.1 The PM is responsible for implementation of this procedure directly or through his/her delegates.
- 1.3.2 All non-conforming equipment and materials shall be recorded on the Non-Conformance Report (NCR) – see Appendix 1. The report shall include a description of the equipment, the non-conformance noted and the responsible supplier, vendor or contractor.
- 1.3.3 A copy of the NCR shall be reviewed by the PM/PE and sent to the responsible party for review and resolution.
- 1.3.4 The resolution of the NCR shall be agreed to by all parties and recorded on the NCR.
- 1.3.5 The NCR shall be signed as complete once rework/repair/replacement has been completed by the responsible HWE delegate.
- 1.3.6 All NCR's will be transmitted via a Transmittal letter to the responsible party with acknowledgement signature a requirement.
- 1.3.7 An ongoing NCR log shall be kept and all Non-Conformance Reports filed as part of the quality control records.

1.4 Corrective and Preventative Action

To assure that corrective and preventative action is taken to eliminate root causes of actual and potential non-conformance:

- 1.4.1 Once a Non-Conformance is identified and recorded on an NC Report, Horizon Wind Energy LLC (HWE), the responsible vendor or subcontractor shall investigate the cause of the NC.
- 1.4.2 Once the cause of the NC is identified, a Corrective Action report will be generated and distributed to the appropriate parties to educate and prevent further occurrences of that particular problem.
- 1.4.3 A copy of the Corrective Action Report will be attached to the completed NC report and filed accordingly.

APPENDIX 1
NON-COMPLIANCE REPORT (NCR)

Project Name: Horizon Wind Energy LLC	NCR Report Number:
Project Location: County, State	
Job Number: 1032	Prepared By:
Project Owner: Horizon Wind Energy LLC	Title:

**LOCATION/EQUIPMENT
NUMBER:**

SOURCE DOCUMENT (MAKE REFERENCE TO ONE ONLY)

MATERIAL RECEIVING REPORT:	DAILY FIELD REPORT:
CONSTRUCTION INSPECTION LIST:	ENVIRONMENTAL CHECKLIST:
OTHER:	NONE:

Non-Conforming Condition:

Was object tagged “Do Not Use”? Yes / No If yes, describe:

Was an RFI written? Yes / No If yes, RFI Number:

Were pictures taken? Yes / No If yes – attach to this report.

Corrective Action Taken:

Comments:

DATE REPORT OPENED:	DATE ACTION REQUIRED:	REPORT CLOSED BY / DATE: