



Ai Automation Ltd.
14 Sheffield Street,
Manchester,
Greater Manchester,
M1 2ND

Nonconformity Policy

Latest Revision	January 2024
Next Due Revision	January 2025

Our Values

It is the policy of the Managing Director and management team at Ai Automation to process non-conforming material in a systematic manner and to establish corrective action with the goal of preventing future occurrences. The purpose of this procedure is to establish a process for the monitoring and review of non-conforming material and implementation of a corrective action plan.

Purpose: To identify and control non-conforming product and maintain records of non-Scope: Applies to all products and services, both produced and purchased.

Responsibility: The Managing Director and designated representatives.

Ai Automation will ensure that product which does not conform to a specified product requirement is identified and controlled to prevent its unintended use or delivery. One of the following methods will be implemented to deal with the non-conforming product:

- Action will be taken to eliminate the detected nonconformity;
- Use, release, or acceptance under concession will be authorised by a relevant authorisation within the Company and, if applicable, by the customer;
- Action will be taken to ensure that the non-conforming product is not used for its original intended use or application; or
- To prevent non-conforming products from being used or shipped, they are marked with a 'REJECTED' label and are segregated in a designated non-conformance storage area.

Records will be maintained and will include at least one of the following:

- The nature of non-conformities; and
- Subsequent actions taken including concessions obtained; and
- When non-conforming product is corrected, it will be re-verified to demonstrate conformity to the original specified requirements; and
- If non-conforming product is detected after delivery or use has started, Ai Automation will take action appropriate to the effects.

Record Keeping

All records created as a result of this policy will be viewed as indicators(s) of quality and will be controlled and retained, and will be subject to regular monitoring and review.

Policy Control & Review

The Policy will be regularly reviewed to ensure its performance and effectiveness in the quality management system control of non-conforming materials. Copies of this policy will be displayed at all Ai Automation locations, communicated to every employee and be available to all other interested parties. Policy changes will be approved and communicated by the Managing Director.

Signed: Grant Mullen

Position: Managing Director

Date: 08/01/2024