

AUTHORISATION: Signature**Date**

Purpose and Scope

This procedure describes the responsibility and procedures for dealing with non-conformances and controlling the implementation of corrective or preventative action within the Company.

Procedure

The Director responsible for H&S shall ensure that:

- there is a procedure for recording any non-conformances found in relation to the Company H&S Procedures. These non-conformances may be identified through the monitoring audit procedures required by **HSP 12** and **HSP 14**, during audits carried out by senior or line managers, consultants, external auditors or any other form of review undertaken of the management systems implemented within the Company

These non-conformances may relate to the implementation of the Company procedures, or meeting the requirements of either the HSMM or any relevant regulatory requirements

- there is a procedure to determine corrective actions in response to any non-conformances identified
- corrective actions are initiated as soon as possible
- responsibility for implementing corrective action is clearly allocated
- The HS&E Co-ordinator shall oversee the non-conformance process to ensure that all non-conformances identified on site are satisfactorily resolved.