

Nonconformance

Workflow Status: Closed (Completed)

General

NCR Number BRAT-001-NCR-002
Nonconformance Type ASA-100

ASA-100 Details

A: CAR Information

Company Name Brigham Aviation Technologies
Company Representative Anthony Brigham
Systematic Finding No

Date Thursday, January 05, 2017
Repeat Finding No

B: Finding Written by ASA Auditor

ASA-100 Section/Organization QMS Section 2:A

Finding Self-Audit not conducted **Note: Description of the Discrepancy**

Objective Evidence No evidence of a self-audit to ASA-100 conducted in the last 12 months **Note: Evidence to support finding**

NOTE: There must be objective evidence submitted to support all items entered. Objective evidence is information that is verifiable and shows that the statement being asserted is true. This is usually a record but can be other items as long as it proves the statement being asserted is true. For example, if in order to show a fix to a finding, Company "A" trained their staff on Counterfeit parts, then objective evidence is the training record and remember the training record can be a company created training record. Evidence can be typed or pasted into form but typically it is supplied as attached documents.

C: Response to Corrective Action by Customer

NOTE: Correction, Containment (as required), Similar Discrepancies, Root Cause, Corrective Actions and Follow Up Verification are required.

Objective Evidence shall be uploaded in the Document grid section below.

Correction Conducted the self-audit on 1/6/2017 and 1/7/2017
Attached self-audit for evidence submission to auditor **Note: Immediate action taken to address the issue
Reference ASA-100 Section 14 (B)(2)**

Containment (as required) Not needed **Note: Action taken to ensure the discrepancy does not spread. May not be needed Reference ASA-100 Section 14 (E)(4)**

Locate and Correct Similar Discrepancies Reviewed what other scheduling items need to be tracked and found that we weren't tracking annual training. Corrected counterfeit parts training for 2 new employees. As per our manual requirements, approved supplier list needs to be monitored monthly, and verified this is being scheduled and done **Note: Response may be "None noted" Reference ASA-100 Section 14 (B)(5)**

Root Cause Conducted a 5 WHY Analysis:

1. Why is there no evidence of a self-audit?
 - a. Because self-audit not conducted
2. Why was self-audit not conducted
 - a. Because a self-audit was not scheduled
3. Why was a self-audit not scheduled for the past year
 - a. Because management didn't schedule the audit
4. Why did management not schedule the audit?
 - a. Management forgot
5. Why did management forget?
 - a. Management didn't record in Outlook Calendar

**Note: What caused the discrepancy? Client chooses the analysis method.
Reference ASA-100 Section 14 (B)(1)**

Corrective Action Reminder in outlook calendar to schedule and conduct self-audit.
Screen shot of reminder for this year and 5 years out attached. **Note: Long-term fix to discrepancy.
Reference ASA-100 Section 14 (B)(3)**

Company Representative Anthony Brigham

Projected Completion Date Saturday, January 07, 2017

Completion Date Saturday, January 07, 2017

Follow Up Verification of Corrective Action Checked calendars of all employees needed for self-audit to make sure it was on their calendar.

Note: Long-term check to make sure action taken was effective.

Attached screen shots of calendar as evidence. **Reference ASA-100 Section 14(B)(6)**

Follow Up Company Representative Anthony Brigham

Date of Verification Saturday, January 07, 2017

D: Closure of Corrective Action Record by ASA Auditor

Response Acceptable? Yes

Comments/Evidence Reviewed self-audit and was complete and covered requirements of ASA-100. Root cause evaluation acceptable. Reviewed evidence from computer screen shots.

ASA Auditor Joe Auditor

Closure Date Sunday, January 08, 2017

Note: Closure indicates validation. If validation isn't sufficient, then a repeat Nonconformance shall be issued