	<b>QUALITY PROCEDURE</b>	<b>Doc. No:</b> UPHBD/QP/06	<b>Prepared By</b>	AMR
	<b>Title:</b> <b>PREVENTIVE ACTIONS</b>	<b>Issue No.:</b> 01 <b>Rev. No.:</b> 00 <b>Eff. Date:</b> 01.09.09	<b>Reviewed By</b>	MR
<b>Ref.Clause</b> <b>8.5.3</b>		<b>Page:</b> 1 of 2	<b>Approved By</b>	HC
			<b>Issued by</b>	MR

### 1.0 OBJECTIVE:

To establish a system for preventing the occurrence of any potential non-conformity.

### 2.0 SCOPE:

All quality records required to be maintained as per the requirements of QMS by various department offices/units of UPHDB.

### 3.0 RESPONSIBILITIES:

Respective HODs/office in charges.


### 4.0 PROCESS:

#### 4.1 **Review, disposition & closure:**

The following is the table that describes the various authorities identified for review, analysis, and deciding the preventive action to be taken on potential non conformities.

S.No.	Department	Reviewed By	Verified By
1	LAC	JHC	Addl. HC
2	APD	SAP	CAP
3	ENG	SE(P)	CE
4	F&A	SAO	CFC
5	PRP	JHC	Addl. HC
6	COS	AE	SE(P)
7	LEG	LO	HC
8	PRO	JHC	Addl. HC

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9	MRO	Addl. MR	HC
10	COC	System Manager	Addl. HC
11.	GEN	Addl. HC	HC
12.	ADM	JHC	HC
13.	HCO	Addl. HC	HC

Each HOD will request for compilation of data on process performance, complaints and non conformity the month of April and October. The HOD may also identify the necessary improvement/changes to be made to the QMS and formal recommendations to the MR for incorporation or document change request.

<b>104, MAHATAMA GANDHI ROAD , LUCKNOW - 226001</b>			<b>- 2 -</b>
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