



NONCONFORMITY REPORT

Control No. : ODP-NC-21-03	Audit Date : August 27 - October 18, 2021	Area/ Activity : DAS, GSO, MPSO, ODP, PPES, ILE, CAS, RGAS/ IGP, ODAS, ITEEM, ODP, PPES, OSEHA, RDE Network Secretariat
Auditor(s) : JGF Jansalin; MG Magdadar Jr., SO Villagonzalo, RB Armecin, RC Guinocor, SB Lina		Auditee(s) : Unit Heads and dDRCs
Nonconformance Category :	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor	Audit Type: <input checked="" type="checkbox"/> Internal <input type="checkbox"/> External

NONCONFORMITY STATEMENT

Description of Nonconformity:

The organization fails to determine and provide the resources needed in the establishment, implementation, maintenance and continual improvement of the quality management system. The organization fails to ensure that reference standards used to validate/calibrate the various equipment were available, adequate and calibrated

Relevant Evidences:

1. The unit has no annual Preventive Maintenance and Calibration Plan (APMCP) for laboratory equipment and no corresponding budget (DAS)
2. Absence of a physical office and office staff. The current dDRC is borrowed from the Legal Office (GSO)
3. MPSO has identified several equipment crucial to its operation such as compactor, tractor, lifter and hoists, but these are not available at the unit (MPSO)
4. Materials used as "reference standards such as weights, thermometer, and pressure gauge are kept at the PPO office. However, the calibration schedule of these allows for a period where the calibration gets past expiry. There is only 1 calibrated thermometer; PPO have no spare sets of "reference standards". The thermometer used for calibrating various lab equipment is not adequate for the planned cryogenic lab equipment (ODP)
5. There is no university-wide equipment maintenance and calibration program registered or filed at ILE; ILE supposedly performs monitoring of maintenance and calibration of laboratories, but records of these were not available; Records for repair works on air-cons were not available; The set of weights used for calibration of lab equipment has expired calibration certificate; there is only one calibrated thermometer for the whole university used to verify correctness of temp for various equipment; The scheduling and processing of the of calibration standards (set of weights, thermometers) is handled by the MPSO and not by ILE (ILE)
6. Obsolete computers that can hardly run the latest version of operating system and application (PPES)
7. The Dean does not have an office space. The Dean is temporarily occupying her office as College Dean at the Biotech building while the dDRC is having an office in another building at the Innovation Center (CAS)