# 10.2 NON-CONFORMANCE AND CORRECTIVE ACTION

# 1. PURPOSE

This standard defines the process used to ensure that Health Safety non-conformities (NC)are reported effectively and appropriate corrective and preventive actions (CA) taken to reduce any future risk of occurrence.

# 2. SCOPE

This policy applies to all employees, contractors and visitors to Titan Drilling’s premises and sites.

# 3. PROCEDURE

## 3.1 Identification and Reporting of Nonconformities

3.1.1 Nonconformity can include any of the following:

* Deviation from system procedures
* Deviation from operational controls
* Sub-standard performance or conditions
* An omission to legal regulations

3.1.2 Nonconformities referred to in this procedure can arise from any of the following:

* Incidents, accidents and near misses
* Hazard reports
* Site/workplace inspections
* Health and Safety Committee meetings
* Complaints from interested parties
* Audit findings
* Customer feedback

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## 3.2 Drawing up Corrective Actions

3.2.1 Any CA’s planned or implemented to eliminate the causes of actual or potential nonconformities shall be drawn up with a Risk Assessment conducted and the appropriate controls put into place.

3.2.2 The hierarchy of controls will be used when determining any corrective action (Elimination, Substitution, Engineering, Administrative and PPE as the last line of defence).

3.2.3 The Corrective Actions will be drawn up and discussed with relevant HOD’s.

3.2.4 A review of the effectiveness of the effectiveness of the Corrective Action will be done at a period determined.by the HOD as appropriate for the action taken. Dependant on this review, the Corrective Action / Non-Conformance Report will then be said to be closed.

3.2.5 The person responsible for the CA will update the Safety Department accordingly to ensure this is documented up until the point of closure.

4. Responsibility

The safety department is to ensure that all Health and Safety corrective actions are recorded on the applicable form, Document HSE-FOR-10.2 Corrective Action.

Respective Heads of Department are responsible for the implementation of CA’s and the closure of any non-conformances.

5. Implementation

This procedure takes effect immediately from date of issue.