

Loughborough University				
The Centre for Biological Engineering	<b>Control of Non-Conforming/Adverse Events</b>			
Document Ref: MI-POL-008	Version No:	1.0	Issue Date:	January 2016

## Policy

The Centre for Biological Engineering (CBE) shall establish and maintain procedures to ensure that non-conforming or adverse events, including complaints, that could cause or threaten the health and safety of CBE personnel, or cause or threaten harm to the environment or impact quality of the research product and/or loss or damage to material, are identified, reported and investigated promptly.

The CBE shall ensure that any corrective and preventive actions taken to eliminate the causes of the actual or potential occurrence of the adverse event are appropriate to the magnitude of the problem and commensurate with the risks and impact encountered. Records of the nature of non-conformities, adverse events or complaints and any subsequent actions taken shall be maintained.

Master

Written by: P.Hourd Date: 25/01/2016  
Reviewed by: C.Kavanagh Date: 08/12/25

*C.Kavanagh*

Reviewed by: R. Thomas

*R.T.*

Date:  
09/12/2025

Approved by N. Medcalf Date: 25/01/2016  
Review approved by: K Coopman

*K Coopman*

Date: 09/12/2025

Loughborough University	<b>Control of Non-Conforming/Adverse Events</b>			
The Centre for Biological Engineering				
Document Ref: MI-POL-008	Version No:	1.0	Issue Date:	January 2016

### Version History

Version Reviewed	Date Revised/ Reviewed	DCN No	Revision Summary	New Version Number
1.0	4 <sup>th</sup> December 2017 by C.Kavanagh	N/A No changes made	No Amendments Minor Editorials only including revision details	1.0 New version not required
1.0	2 <sup>nd</sup> December 2019 by C.Kavanagh	N/A No changes made	No Amendments Minor Editorials only including revision details	1.0 New version not required
1.0	6 <sup>th</sup> December 2021 by C.Kavanagh	N/A No changes made	No Amendments Minor Editorials only including revision details	1.0 New version not required
1.0	4 <sup>th</sup> December 2023 by C.Kavanagh	N/A No changes made	No Amendments. New review date only.	1.0 New version not required
1.0	8 <sup>th</sup> December 2025 by C.Kavanagh	N/A No changes made	No Amendments. New review date only.	1.0 New version not required

### Document Control

Written by: P.Hourd Date: 25/01/2016
Reviewed by: C.Kavanagh Date: 08/12/25
<i>C.Kavanagh</i>
Reviewed by: R. Thomas
<i>R. Thomas</i>
Date: 09/12/2025

Approved by N. Medcalf Date: 25/01/2016
Review approved by: K Coopman
<i>K Coopman</i>
Date: 09/12/2025

**CONTROLLED DOCUMENT**

(The latest version is maintained on the CBE network):  
This document is not a controlled copy once printed from the network.

Loughborough University	<b>Control of Non-Conforming/Adverse Events</b>			
<b>The Centre for Biological Engineering</b>				
Document Ref: MI-POL-008	Version No:	1.0	Issue Date:	January 2016

The Master Copy of all Controlled Documents is filed by the Departmental Quality Manager. The latest version is maintained on the CBE network. This document is not a controlled copy once printed from the network.

**Security Statement**

This document is the intellectual property of the CBE within the University of Loughborough and as such, must not be circulated outside of the University without the written approval from the Departmental Quality Manager and the author.

Master Copy

Written by: P.Hourd Date: 25/01/2016  
Reviewed by: C.Kavanagh Date: 08/12/25

*C.Kavanagh*

Reviewed by: R. Thomas

*R.T.*

Date:  
09/12/2025

Approved by N. Medcalf Date: 25/01/2016  
Review approved by: K Coopman

*K Coopman*

Date: 09/12/2025