Non-Conformance Report (NCR)

8.0 Non-Conformance Report (NCR)

NCR used to document the details of a non-conformance identified in a quality audit or other process review. The **NCR** menu helps to add an NCR in the Structural project. Once you click the **NCR** menu, the following tabs open,

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8.1 Add NCR

The **Add NCR** tab in the **NCR** menu used to add an NCR. Do the following steps to add an NCR,

1. Click the **Add NCR** tab.
   The **NCR** page opens.

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image_1652070505269.png
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Figure 8.1: NCR page

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   Tip: A report number for a new NCR will be updated automatically in the **Report Number** box.
2. In the **Type** box, select the type of non-conformance from a drop-down list.
3. In the **Classification** box, select whether minor classification or major classification from a drop-down list.
4. In the **Source/ Item** box, select the source of NCR from a drop-down list.
5. To add controlling/ reference documents,

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   1. Click image_1652070606962.png
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(**ADD** button) in the **Controlling/ Reference documents** box.
      A new window opens in the **Doc No** column.
   2. Enter the document number in the new window of the **Doc No** column.
   3. Enter the description for the document in a box of the **Description of document** column.

    4. Enter the section reference number in a box of the **Section ref No** column.
    5. Click **Save**.
6. In the **NCR** box, enter the description for the identified deficiency of the selected non-conformance type.
7. In the **Reference Document** box, enter the reference document detail.
8. In the **Owner Reference Document** box, enter the owner reference document detail.
9. In the **Supplier Reference Document** box, enter the supplier reference document detail.
10. In the **NCR originator** box, enter the originator of NCR.
11. In the **Origin Date** box, select the origin date of NCR.
12. In the **NCR Accepted By** box, enter the name of a person who has accepted the NCR.
13. In the **NCR Accepted Date** box, select the NCR accepted date.
14. In the **Agreed Closure Date** box, select the agreed closure date.
15. In the **Issued By** box, select the company who has issued the NCR.
16. In the **Issued To** box, select the company for which the NCR has issued.
17. In the **Root Cause** box, enter the root cause detail.
18. If you want to add the corrective action detail, do the following,
    1. In the **Action** box, select any corrective action from the given options.
    2. In the **Corrective Action** box, enter the corrective action detail.
    3. In the **Proposed by** box, enter the name of a person who has proposed the corrective action.
    4. In the **Target Close-out Date** box, select the target close out date.
    5. In the **Preventive Action** box, enter the preventive actions.
    6. In the **Probability** box, select the probability percentage of non-conformance.
    7. In the **consequences** box, select the consequences level you have faced.
19. If you want to add any remarks, click **Remarks** option and enter your remarks, otherwise click **No Remarks** option.
20. In the **Verification** box, enter the verification detail on completion of corrective action/ preventive action.
21. In the **Inspected by QC Inspector**, and **Date** boxes, enter the name of the QC inspector who has inspected the NCR, and date, respectively.
22. In the **Verified and NCR closed by**, and **Date** boxes, enter the name of a person who has verified and closed the NCR, and date, respectively.
23. In the **Supplier NCR Close out by**, and **Close Out Date** boxes, enter the name of a person who has closed the supplier NCR, and close out date, respectively.
24. In the **Owner NCR Close out by**, and **Close Out Date** boxes, enter the name of a person who has closed the owner NCR, and close out date, respectively.
25. In the **Approval Req** box, if you need approval, click **Yes,** otherwise click **NO.**
26. If you have selected **Yes**, you must enter the reference detail in the **If Yes, Then Reference**
27. In the **Description** box, enter the description of proposal.
28. In the **Proposal Accepted by**, and **Date** boxes, enter the name of a person who has accepted the proposal, and date, respectively.
29. In the NCR Close Notes box, enter the NCR close notes.

30. In the **Disposition Completed by,** and **Date** boxes, enter the name of a person who has completed the disposition, and date, respectively.
31. Click **Save**.

The NCR is successfully added.

8.2 View NCR

The **View NCR** tab helps you to add, view, and edit the NCR, which is added by using the **Add NCR** tab.

1. Click the **View NCR** tab in the **NCR** menu.
   The **View NCR** page opens with added NCR.
   image-1652070974200.png

Image not found or type unknown

Figure 8.2: View NCR page

8.2.1 Add an NCR

If you want to add an NCR, do the following,

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1. Click Image not found or type unknown (**ADD** button) in the **View NCR** page.

   The **View NCR** page redirects you into the **NCR** page. Follow the same procedure in the topic, "**Add NCR**" to add an NCR.

8.2.2 Print an NCR

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If you want to print an NCR, click Image not found or type unknown (**Print** button) provided in the upper side of the **View NCR** page. See Fig 8.2.

8.2.3 Attach a File into an NCR

If you want to attach any file with any NCR listed in the **View NCR** page, follow the procedures given in the topic "**Attach a file into a client master drawing**" in the **Client Master Drawing** section.

8.2.4 Update Any NCR

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If you want to update any existing NCR in the **View NCR** page, click Image not found or type unknown (Update icon) in the **Update** column for the respective NCR. See Fig 8.2. Edit the details in the respective box you want.

8.2.5 Export NCR

You can export the NCR added in the **View NCR** page in the pdf and excel formats. To know how to export, see the topic, "**Export Areas list**" in the **Area** option.

8.2.6 Delete NCR

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If you want to delete any NCR in the **View NCR** page, click Image not found or type unknown (Delete icon) provided in the **Delete** column of the **View NCR** page, See Fig 8.2.

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