**Review of SLAC’s NCR Reporting Procedure**

**Document URL:** [**https://slac.sharepoint.com/:w:/r/sites/lcls/lcls-2-he/wd/Quality%20Assurance/LCLSII-HE-1.1-QA-0232.docx?d=w5bdd805d1ba34487893b56ffdc4b27fa&csf=1&web=1&e=nUXoB3**](https://slac.sharepoint.com/:w:/r/sites/lcls/lcls-2-he/wd/Quality%20Assurance/LCLSII-HE-1.1-QA-0232.docx?d=w5bdd805d1ba34487893b56ffdc4b27fa&csf=1&web=1&e=nUXoB3)

Excerpts where Partner Lab responsibilities are discussed.

**Section 2 Authority and Applicability**

***Nonconformances owned by Partner Laboratories (PLs) and their suppliers/subcontractors*** (i.e., the items have not been delivered to, or the ownership and responsibility transferred to, SLAC) ***shall be handled by PL nonconformance processes and documented as required by their respective quality assurance (QA) programs*** and shall be consistent with SLAC requirements specified in this document.

Where it is applicable, this procedure specifies specific requirements on a collaborative effort for NCs found at PLs such as:

* transferring nonconformance data to SLAC (Section 4.1.1);
* notification timeline of NCs to SLAC (Section 4.1.2);
* roles and responsibilities of SLAC Project personnel involvement in the review and approval of nonconformance disposition ***when items fail to meet the performance requirements in the specifications and/or acceptance requirement documents or when mechanical interfaces will affect the form, fit, function of SLAC installation activities*** (Section 4.1.3).
* updating SLAC on NC status (Section 4.1.4).

***SLAC must approve some NCRs before closure. Evidence (e.g. PDF of email) should be uploaded to our NCR.***

**Section 4.1.1 NCR System**

Due to different operating platforms of NCR systems at PLs and SLAC, the following options for data sharing between PLs and SLAC are considered. The most preferable mechanism is the combination of options 1 and 2.  Option 3 is available upon request.

1. Spreadsheet where data trend can be analyzed, but other information (photographs, drawings, acceptance documents, etc.) are not included.
2. SLAC personnel access to PLs’ NCR systems.
3. PDF print out of each report including all metadata but data trend is not easily implemented.

***SLAC wants full NCR data at the end of project. Exact method is to be determined later.***

**Section 4.1.2 Timeline Requirements**

PLs shall notify the SLAC SM/CAM within one week after determination of a nonconformance ***when items fail to meet the performance requirements in the specifications and/or acceptance requirement documents or when mechanical interfaces will affect the form, fit, function of SLAC installation activities***.

***SLAC must approve some NCRs before closure. They want notification within one week of us determining it’s a nonconformance. Evidence (e.g. PDF of email) should be uploaded to our NCR.***

**Section 4.1.3 Nonconformance Review Team**

SLAC SM/CAM shall involve in the review and approval of dispositions of nonconformances when items fail to meet the performance requirements in the specifications and/or acceptance requirement documents or when mechanical interfaces will affect the form, fit, function of SLAC installation activities.

SLAC Nonconformance Review Team shall consist of various members with approval authority as shown:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NCR Category** | **CAM** | **System Manager** | **Technical Director** | **System Engineering Manager** | **ES&H Manager** | **QA Manager** | **QA Engineer** | **SME as applicable** | **SOTR as applicable** | **RM/RE as applicable** |
| Safety Related |  | Approves | Approves | Approves | Approves | Approves |  | Approves |  | Approves |
| S/CI |  | Approves |  |  |  | Approves |  | Approves | Approves |  |
| QL-1/major procurement |  | Approves | Approves | Approves |  | Approves |  | Approves | Approves | Approves |
| QL-2/significant procurement |  | Approves |  | Approves |  |  | Approves | Approves | Approves | Approves |
| QL-3/minor procurement | Approves |  |  | Approves |  |  | Approves |  | Approves | Approves |

***SLAC’s method/requirements for reviewing NCRs from SLAC or Partner Lab.***

**4.1.4 Nonconformance Analysis and Reporting**

PLs shall update the project on nonconformance status on a monthly basis or when is requested.

***SLAC wants monthly summary data. I will send spreadsheet and/or work with Pansophy to provide a report.***

**Section 5 Roles and Responsibilities**

PL QAR is responsible for:

* managing the NCR process at PLs and their suppliers/subcontractors;
* transferring NC data to SLAC (Section 4.1.1)
* Updating the project on conformance status at PLs on a regular basis or when is requested (Section 4.1.4)

PL STL is responsible for:

* ensuring the notification of PL’s nonconformances to SLAC SM/CAM at a required timeline ([Section 4.1.2](bookmark://_Timeline_Requirements));
* ensuring the engaging of SLAC SM/CAM on the review and approval of nonconformance disposition ([Section 4.1.3](bookmark://_Nonconformance_Review_Team)).

***Summary of responsibilities listed above.***

**SLAC NCR Dispositions**

* Single disposition for an NCR
* **Use As-Is.** A nonconforming item is acceptable with a technical justification.
* **Repair.** A nonconforming/nonfunctioning item is repaired to be functioning, but still remains nonconforming to the original requirements. A technical justification is required.
* **Rework.** A nonconforming item is made to conform to the original requirements. No technical justification is required.
* **Reject.** A nonconforming item is not used and must be scrapped, returned to vendor, used for training purposes only…etc.

***SLAC defines their terms a little differently than JLab. Ensure common understanding when talking with your counterparts.***