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| Traveler Title | Non-Conformance Report |
| Traveler Abstract | This is a standard report that is used to document parts that do not meet specific criteria. |
| Traveler ID | STP-NCR |
| Traveler Revision  | R13 |
| Traveler Author | J. Harris |
| Traveler Date | 19-Apr-2022 |
| NCR Informative Emails | bookwalt,megan |
| NCR Dispositioners | jharris,areilly |
| D3 Emails | bookwalt,megan,jharris,areilly |
| Approval Names | J. Harris | M. McDonald | M. Dickey | T. Reilly |
| Approval Signatures |  |  |  |  |
| Approval Date |  |  |  |  |
| Approval Title | Author | Reviewer | Inv Reviewer | SRF Dept Head |

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| References | List and Hyperlink all documents related to this traveler. This includes, but is not limited to: safety (THAs, SOPs, etc), drawings, procedures, and facility related documents. |
| [SRF-12-PR-001 - Nonconforming Product](https://jlabdoc.jlab.org/docushare/dsweb/Get/Document-247643/) |  |  |  |  |
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| Revision Note |  |
| R1 | Initial release of this Traveler under the new Pansophy 2 criteria.  |
| R2 | Unknown |
| R3 | Unknown |
| R4 | Added re-measure as a disposition |
| R5 | No changes, just updating the revision to reflect that which is in P1. |
| R6 | Added file upload in Describe Step. Reformatted step 1. Renumbered steps. Clarified support step |
| R7 | Initial release of this Traveler for new P2 Projects |
| R8 | New disposition area. New layout of traveler |
| R9 | Added check for valid engineers to disposition |
| R10 | Added multiple reworks to page 3 |
| R11 | Removed “Proceed to Next Workcenter”. Added check for informative or dispositioner engineers |
| R12 | Updated dispositions and acronyms |
| R13 | Added disposition definitions to pages 2 and 4. Updated the link to the NCR procedure in references |

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| **NCR Traveler (Page 1 : Initiate and Describe)** |
| **INITIATE An Non-Conformance Report** |
| ***The Part****Auto Filled from initiating traveler. If auto-fill does not occur ensure values are entered:*[[PartAcronym]] <<TEXT>>[[SerialNumber]] <<SN>>[[DrawingNumber]] <<TEXT>>[[PartDescription]] <<TEXT>> [[Auto fill the above fields from initiating traveler]] <<NOTE>> |

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| **Non-Conformance Categories** (select all that apply) |
| [[ShippingDamage]] <<CHECKBOX>> [[Dimensional]] <<CHECKBOX>> | **Surface Form:**[[Roughness]] <<CHECKBOX>>[[Flatness]] <<CHECKBOX>>[[Parallelism]] <<CHECKBOX>> | **Surface Damage:**[[Scratches]] <<CHECKBOX>>[[Dings]] <<CHECKBOX>>[[Delamination]] <<CHECKBOX>>[[Plating]] <<CHECKBOX>> | **Surface Contamination:**[[Stains]] <<CHECKBOX>>[[Oxidation]] <<CHECKBOX>>[[Residues]] <<CHECKBOX>> |
| **RF Components:**[[InspectionFailure]] <<CHECKBOX>>[[RFTestFailure]] <<CHECKBOX>>[[LeakTestFailure]] <<CHECKBOX>> | [[CMTFRFperformance]] <<CHECKBOX>> [[VTARFPerformance]] <<CHECKBOX>> | **Cryomodule:**[[Vacuum]] <<CHECKBOX>>[[RF]] <<CHECKBOX>>[[Instrumentation]] <<CHECKBOX>>[[Mechanical]] <<CHECKBOX>> | [[OTHER]] <<CHECKBOX>> |

 |
| ***The Traveler****Auto Filled from initiating traveler. If auto-fill does not occur ensure values are entered:*[[TravelerID]] <<TEXT>>[[TravelerRevision]] <<TEXT>>[[TravSeqNumber]] <<TEXT>>[[Auto fill the above fields from initiating traveler]] <<NOTE>> |
| ***The Technician***[[DescribeStaff]] <<SRF>>[[DescribeDate]] <<TIMESTAMP>>[[Auto fill the above fields from current logged in user]] <<NOTE>> | ***Problem Comments and Description Files****Problem Description: Thoroughly and carefully describe the discrepancy with the part.* *If "OTHER" is chosen as category in above box, carefully describe the discrepancy including keywords that can be used for searching.*[[DescribeComment]] <<COMMENT>>[[DescribeDocs]] <<FILEUPLOAD>> |
| **Notifications** |
| ***The Engineers listed will be automatically emailed and can respond to this NCR upon submit of this page.******These persons listed will be automatically emailed upon submit of this page.***[[Email staff, engineer(s) from db, and Inventory staff on submit]] <<NOTE>> |

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| **NCR Traveler (Page 2 : First Disposition)** |
| **Engineer First Response** |
| ***The Responding Engineer***[[RespondingEngineer]] <<SRF>>[[RespondingDate]] <<TIMESTAMP>>[[Auto fill the above fields from current logged in user]] <<NOTE>> | ***The Disposition****Disposition: A Disposition must be selected. Then provide details in the comment box below.*[[Disposition]] {{ Hold/Re-measure, Hold/Modify}} <<RADIO>> |
| ***Disposition Comments and Description Files******Provide details in comment box and upload documents needed to further describe the disposition selected above.*** ***If an action is to be taken against the part (Re-measure/Modify), then describe the corrective actions to be taken.***[[DispositionComment]] <<COMMENT>>[[DispositionDocs]] <<FILEUPLOAD>> |
| **Definitions** |
| **Disposition State** | **Description of Disposition Pathway** |
| Hold/Re-measure | The item may be nonconforming and requires additional measurement to confirm its status. |
| Hold/Modify | The item is nonconforming and modification is attempted to bring the item into full conformance to requirements. |
| For all other dispositions, please proceed to page 4. |
| **Notifications** |
| ***The Engineers listed will be automatically emailed and can respond to this NCR upon submit of this page.******These persons listed will be automatically emailed upon submit of this page.*** [[Email staff, engineer(s) from db, and Inventory staff on submit]] <<NOTE>>**To select a FINAL Disposition for this NCR, please advance to PAGE 4.** |

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| **NCR Traveler (Page 3 : Modification / Re-measure)** |
| **Cycle 1** |
| [[REWORKDATE1]] <<TIMESTAMP>> | [[REWORKTECH1]] <<SRF>> | [[REWORKCOMMENT1]] <<COMMENT>> | [[REWORKFILE1]] <<FILEUPLOAD>> |
| [[VERIFYDATE1]] <<TIMESTAMP>> | [[VERIFYTECH1]] <<SRF>> | [[VERIFYCOMMENT1]] <<COMMENT>> | [[VERIFYFILE1]] <<FILEUPLOAD>> |
| [[RESPONDINGDATE1]] <<TIMESTAMP>> | [[RESPONDINGENGR1]] <<SRF>> | [[RESPONDINGCOMMENT1]] <<COMMENT>> | [[RESPONDINGFILE1]] <<FILEUPLOAD>> |
| **Cycle 2** |
| [[REWORKDATE2]] <<TIMESTAMP>> | [[REWORKDATE2]] <<TIMESTAMP>> | [[REWORKDATE2]] <<TIMESTAMP>> | [[REWORKDATE2]] <<TIMESTAMP>> |
| [[VERIFYDATE2]] <<TIMESTAMP>> | [[VERIFYDATE2]] <<TIMESTAMP>> | [[VERIFYDATE2]] <<TIMESTAMP>> | [[VERIFYDATE2]] <<TIMESTAMP>> |
| [[RESPONDINGDATE2]] <<TIMESTAMP>> | [[RESPONDINGDATE2]] <<TIMESTAMP>> | [[RESPONDINGDATE2]] <<TIMESTAMP>> | [[RESPONDINGDATE2]] <<TIMESTAMP>> |
| **Cycle 3** |
| [[REWORKDATE3]] <<TIMESTAMP>> | [[REWORKDATE3]] <<TIMESTAMP>> | [[REWORKDATE3]] <<TIMESTAMP>> | [[REWORKDATE3]] <<TIMESTAMP>> |
| [[VERIFYDATE3]] <<TIMESTAMP>> | [[VERIFYDATE3]] <<TIMESTAMP>> | [[VERIFYDATE3]] <<TIMESTAMP>> | [[VERIFYDATE3]] <<TIMESTAMP>> |
| [[RESPONDINGDATE3]] <<TIMESTAMP>> | [[RESPONDINGDATE3]] <<TIMESTAMP>> | [[RESPONDINGDATE3]] <<TIMESTAMP>> | [[RESPONDINGDATE3]] <<TIMESTAMP>> |
| **Cycle 4** |
| [[REWORKDATE4]] <<TIMESTAMP>> | [[REWORKDATE4]] <<TIMESTAMP>> | [[REWORKDATE4]] <<TIMESTAMP>> | [[REWORKDATE4]] <<TIMESTAMP>> |
| [[VERIFYDATE4]] <<TIMESTAMP>> | [[VERIFYDATE4]] <<TIMESTAMP>> | [[VERIFYDATE4]] <<TIMESTAMP>> | [[VERIFYDATE4]] <<TIMESTAMP>> |
| [[RESPONDINGDATE4]] <<TIMESTAMP>> | [[RESPONDINGDATE4]] <<TIMESTAMP>> | [[RESPONDINGDATE4]] <<TIMESTAMP>> | [[RESPONDINGDATE4]] <<TIMESTAMP>> |
| **Cycle 5** |
| [[REWORKDATE5]] <<TIMESTAMP>> | [[REWORKDATE5]] <<TIMESTAMP>> | [[REWORKDATE5]] <<TIMESTAMP>> | [[REWORKDATE5]] <<TIMESTAMP>> |
| [[VERIFYDATE5]] <<TIMESTAMP>> | [[VERIFYDATE5]] <<TIMESTAMP>> | [[VERIFYDATE5]] <<TIMESTAMP>> | [[VERIFYDATE5]] <<TIMESTAMP>> |
| [[RESPONDINGDATE5]] <<TIMESTAMP>> | [[RESPONDINGDATE5]] <<TIMESTAMP>> | [[RESPONDINGDATE5]] <<TIMESTAMP>> | [[RESPONDINGDATE5]] <<TIMESTAMP>> |
| **Notifications** |
| ***The Engineers listed will be automatically emailed and can respond to this NCR upon submit of this page.******These persons listed will be automatically emailed upon submit of this page.***[[Email staff, engineer(s) from db, and Inventory staff on submit]] <<NOTE>> |

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| **NCR Traveler (Page 4 : Final Disposition)** |
| **Engineer Final Response** |
| ***The Final Engineer***[[FinalEngineer]] <<SRF>>[[FinalDate]] <<TIMESTAMP>>[[Auto fill the above fields from current logged in user]] <<NOTE>> | ***The Final Disposition****Final Disposition: A Disposition must be selected. Then provide details in the comment box below..*[[FinalDisposition]] {{Conforming, Use As Is, Return To Vendor, Reject}} <<RADIO>> |
| ***Final Disposition Comments and Files****Provide details in comment box and upload documents needed to further describe the disposition selected above.* *If an action is to be taken against the part (Re-measure/Modify), then describe the corrective actions to be taken.**This traveler will be closed automatically. If additional actions are required for the part then open a new NCR and continue processing.*[[FinalComment]] <<COMMENT>>[[FinalDocs]] <<FILEUPLOAD>> |
| **Definitions** |
| **Final Disposition** | **Description of Disposition Pathway** |
| Conforming | Conforming. Use for production. |
| Use as is  | Nonconforming. Justified for use by SRF and the customer. Use for production. |
| Return to Vendor | Nonconforming. Return to vendor. |
| Reject | Nonconforming. Segregate. |
| **Notifications** |
| ***The Engineers listed will be automatically emailed and can respond to this NCR upon submit of this page.******These persons listed will be automatically emailed upon submit of this page.***[[Email staff, engineer(s) from db, and Inventory staff on submit]] <<NOTE>>*NCR will be auto closed after a disposition has been selected and this page is submitted.**A NCR should be OPENED for a disposition of Hold/Re-measure or Hold/Modify.* |