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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>> | |  |  |  |  | | --- | --- | --- | --- | | **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.* | |