

Non-Conforming Material Report

Owners and List of Contacts

Name	Email	Phone	Role

Signoffs

Phase	Name	Date	Signature

Revision History

Date	Reason for change(s)	Author(s)

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1. DEFINITIONS

MRB – Material Review Board is the body that disposes non-conforming material. It is comprised of, at minimum, the PE or the PM but may be several people if necessary.

Process Delivery Date – This is the date on which the material was to be delivered from the process in question to the next process in the operation flow.

Total to be delivered – This is the total number of material items requested for delivery from the process in question.

Project – Name of the project or possibly order to which the material was to be attached.

Customer(s) – Name of the customer or customers for which the material was being produced.

NCMR Initiator – Name of the individual who first identified the material as non-conforming.

PR# - If this material is being delivered as part of a Purchase Requisition from another organization it is often a good idea to identify the PR# here.

Customer Due Date – The date on which the customer or customers expect to take delivery of the completed order of which the material in this report may be a part.

Internal Completion Date – This is the date on which your organization expected to complete the order of which this material was a part.

Item – Line item number of each unit of material to be identified in the report.

Qty – This is the total number of each item of material being described in the report.

Part Number – Your organizations part number for each item of material identified in the report.

Part Description – A brief description of each item of material identified in the report.

Supplier – If the process in question included acquiring the material from a supplier the supplier's name will be recorded here.

Process in question – A name of the process within your organization that produced the material identified in the report.

NCM Description – A brief description of the nature of the non-conformance.

MRB Meeting Date – The date on which the material review board convened.

MRB Meeting Members – A list of members of the material review board which reviewed the material identified in the report.

Disposition of Non-Conforming Material (Use As Is) – This is an indicator of how the material was handled after the non-conformance was identified and documented.

Disposition of Non-Conforming Material (Scrap) - This is an indicator of how the material was handled after the non-conformance was identified and documented.

Disposition of Non-Conforming Material (Return to Supplier) - This is an indicator of how the material was handled after the non-conformance was identified and documented.

Disposition of Non-Conforming Material (Rework) - This is an indicator of how the material was handled after the non-conformance was identified and documented.

Rework Instructions – If the material is to be reworked then the instructions for that rework should be described here.

Staff Responsible – This field identifies the Staff member(s) responsible for completing the rework of the material.

Date Completed – A field for documenting when the rework activity was complete.

Notify Customer – If the material is to be used as is with the non-conformance intact then this indicator should be marked. Along with this indicator the "Obtain product waiver" indicator will also be marked.

Write CAR – If the non-conformance was a result of failure to comply with a documented process, then a corrective action report may be necessary.

Write PAR – If the non-conformance is the result of a flaw in the process as established, then a preventive action report may be required to keep such non-conformances from occurring in the future.

Obtain Product Waiver – If the non-conformance is such that the customer may still accept the material, then a product waiver should be obtained to verify that the customer agrees to receive the material even though it is outside the specification requirements.

Write SCAR – If the process in question uses a supplier and the material received from that supplier is non-conforming then a report should be made to the supplier in the form of a supplier corrective action report.

Write Re-Inspection Report – If the MRB determines that the material is in fact not out of conformance with the specifications then a re-inspection report should be produced. If upon re-inspection the material is verified to be within specification then the original non-conformance report should be closed and the product should be delivered. It may also be useful to review what caused the false inspection to occur in the first place.

Other – Your organization may also have other processes in place to manage customer relations or internal material control. If so, and these processes are also to be used when handling this material such should be indicated here.

NCMR # N- _____ - _____

Order #:	Process Delivery Date:	Total to be Delivered:	Project:	NCMR Initiator:	Customer Due Date:	Internal Completion Date:
			Customer(s):	PR #:		

Description of Non-Conformance:

Item	Qty	Part Number	Part Description	Supplier	Process in Question	NCM Description
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Material Review Board (MRB) Information:

Disposition of Non-Conforming Material:	MRB Meeting Date:
<input type="checkbox"/> Use As Is <input type="checkbox"/> Scrap <input type="checkbox"/> Return to Supplier <input type="checkbox"/> Rework (State Rework Instructions)	MRB Meeting Members:

Rework Instructions:	Staff Responsible	Date Completed

Actions:

<input type="checkbox"/> Notify Customer <input type="checkbox"/> Write CAR <input type="checkbox"/> Write PAR <input type="checkbox"/> Obtain Product Wavier <input type="checkbox"/> Write SCAR <input type="checkbox"/> Write Re-Inspection Report <input type="checkbox"/> Other	Additional Comments:
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