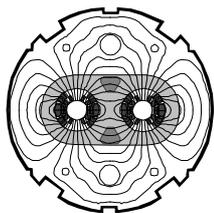


**CERN**  
CH-1211 Geneva 23  
Switzerland



the  
**Large  
Hadron  
Collider**  
project

*LHC Project Document No.*

**LHC-PM-QA-509.00 rev 1.0**

*CERN Div./Group or Supplier/Contractor Document No.*

-

*EDMS Document No.*

**112679**

Date: 2000-07-12

## Quality Assurance Template

# NONCONFORMANCE REPORT

*Prepared by :*

**M. Mottier**

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*Checked by :*

**LHC Quality Assurance**

**Working Group**

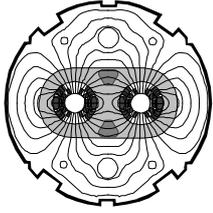
*Approved by :*

**Paul Faugas**

Deputy to LHC Project  
Leader for Quality  
Assurance

### *History of Changes*

<i>Rev. No.</i>	<i>Date</i>	<i>Pages</i>	<i>Description of Changes</i>
1.0	2000-07-12		First release



*LHC Project Document No.*

**LHC-**

*EDMS Document No.*

*Nonconformance Number*

## Nonconformance Report

### IDENTIFICATION

1. Originator Name:	3. Date:
2. Contractor/Supplier:	4. NC No:
5. Contract No:	
6. Part description:	8. Qty:
7. Part ID:	9 Dwg No:

10. Found during what activity:

<input type="checkbox"/> Incoming inspection	<input type="checkbox"/> Other:
<input type="checkbox"/> In-process inspection	
<input type="checkbox"/> Final inspection	

11. Description of nonconformance (use continuation page if necessary)

12. Action taken to prevent misuse (use continuation page if necessary)

### DISPOSITION

13	<input type="checkbox"/> Use-as-is <input type="checkbox"/> Return to supplier <input type="checkbox"/> Repair <input type="checkbox"/> Reject <input type="checkbox"/> Rework	Responsible Manager Name: Date:
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14. Approval of USE-AS-IS disposition	Project Engineer	Project Management
<input type="checkbox"/> Non-critical NC	Name:	Name:
<input type="checkbox"/> Critical NC	Date:	Date:

15. Approval of repair, rework, return to supplier, rejection disposition

Project Engineer      Name:	Date:
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### CORRECTIVE/PREVENTIVE ACTION

16. Description of proposed action (use continuation page if necessary)

17. Approval of corrective/preventive action

Project Engineer      Name:	Date:
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### CLOSING THE NONCONFORMANCE

18. Planned disposition has been completed and corrective/preventive action has been initiated

Responsible Manager      Name:	Date:
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LHC Project Document No.

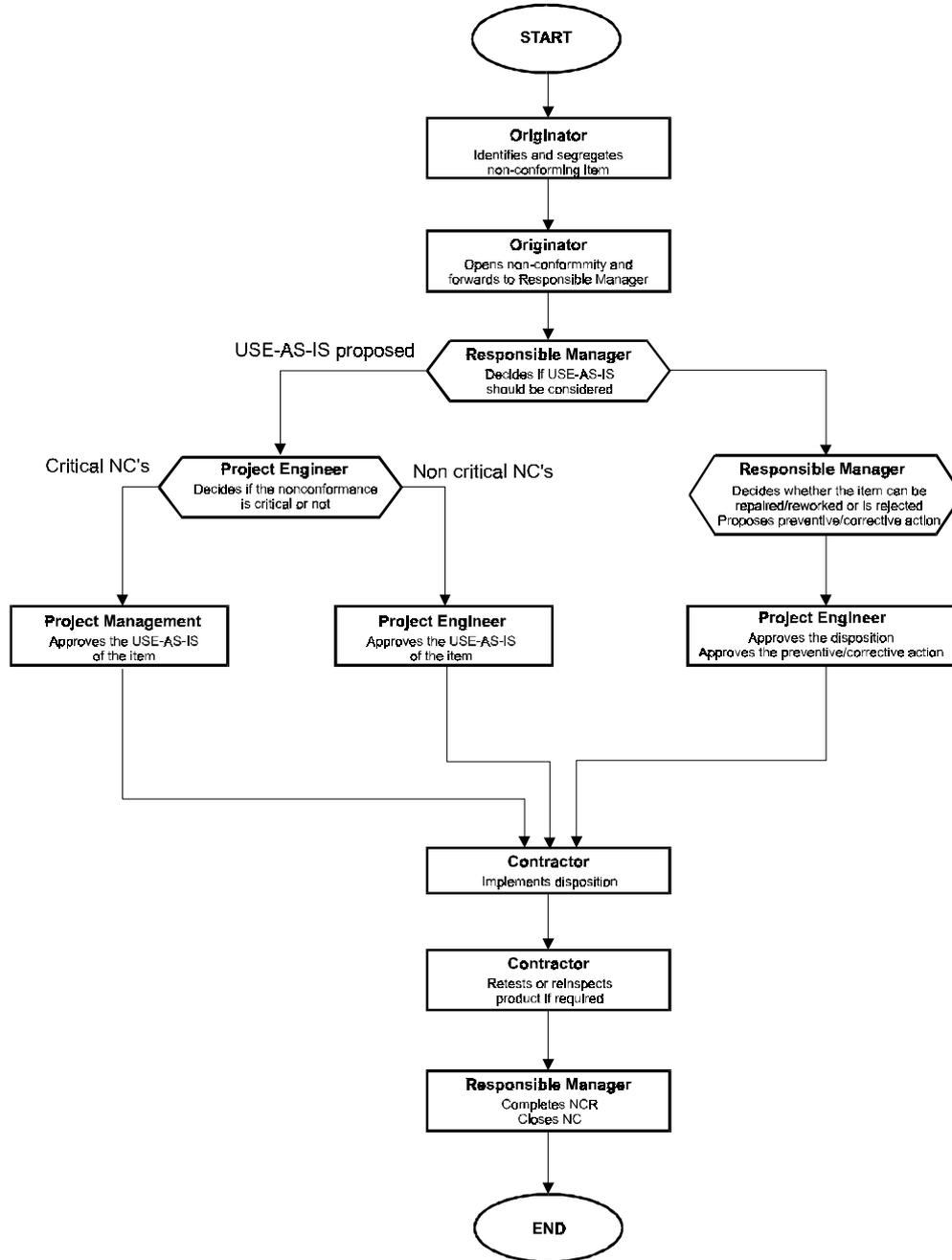
**LHC-**

Nonconformance Number

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**NONCONFORMANCE CONTINUATION PAGE**

**NONCONFORMANCE FLOWCHART**



Originator	Person who identified the nonconformance
Responsible Manager	Contractor person having the responsibility and authority to follow-up the execution of the contract or order
Project Engineer	CERN engineer in charge of the contract or order
Project Management	The LHC Project Management
Contractor	Organisation in charge of executing part or all of the contract or order

### INSTRUCTION FOR COMPLETING THE NONCONFORMANCE REPORT

1. Originator Name	Name of the person who identified the nonconformance
2. Contractor/Supplier	Organisation whose product or process is nonconforming
3. Date	Date when the nonconformance was identified
4. NC No:	A temporary unique number identifying the NC before it is registered in the CERN NC tracking system (NCTS).
5. Contract No	CERN's contract or order No
6. Part description	Name of the part such as it appears on drawing
7. Part ID	The LHC part identifier (see LHC-PM-QA-206.00)
8. Qty	Number of parts or lots affected
9. Dwg No	Part drawing number and revision index
10. Found during what activity	Tick the appropriate box. If ticking <i>Other</i> explain the circumstances
11. Description of nonconformance	Describe the problem, identify the requirements that are not met, give references to specifications, procedures etc. If possible describe the possible causes of the nonconformance, such as inadequate procedure, wrong test set-up and so on.
12. Action taken to prevent misuse	Describe what steps have been taken to ensure that the item is segregated from the normal production while the nonconformance remains unresolved.
<b>Originator records the nonconformance in CERN's NCTS with status OPENED</b>	
13. Disposition	The Responsible Manager ticks the appropriate box, and enters his name and the date.
<b>Responsible Manager records the disposition in NCTS</b>	
14. Approval of USE-AS-IS	<i>This box need not be completed if the disposition under 13 is anything other than USE-AS-IS.</i> If the disposition is USE-AS-IS, the PE evaluates whether the nonconformance is critical or not and tick the appropriate box, then enters his name and the date. If the nonconformance is critical, USE-AS-IS has to be approved by the Project Management (PLO). When approved, the representative of the PLO enters his name and the date.
15. Approval of disposition other than USE-AS-IS	<i>This box need not be completed if the disposition under 13 is USE-AS-IS.</i> The PE enters his name and the date to approve the disposition.
<b>Project Engineer records approval of disposition in NCTS</b>	
16. Corrective/preventive action	Describe what action should be taken with the design, the manufacturing process, the testing procedure or any other circumstance to prevent the reoccurrence of the problem.
17.	The PE enters his name and the date to approve the corrective/preventive action
18. Closing the nonconformance	The Responsible Manager enters his name and the date when the disposition has been completed and the corrective/preventive action has been initiated. Completed disposition means: <ul style="list-style-type: none"> <li>• if <b>USE-AS-IS</b>                      when the item is back in production</li> <li>• if <b>repair/rework</b>                      when the failed test/measurement has been repeated successfully</li> <li>• if <b>return to supplier</b>                      when the item has been dispatched back to the supplier</li> <li>• if <b>rejected</b>                      when the item has been definitely removed from production</li> </ul> Initiated corrective/preventive action means that a formal change process such as an Engineering or Manufacturing Change Request has been launched.
<b>Responsible Manager updates the status of the nonconformance in NCTS to CLOSED</b>	