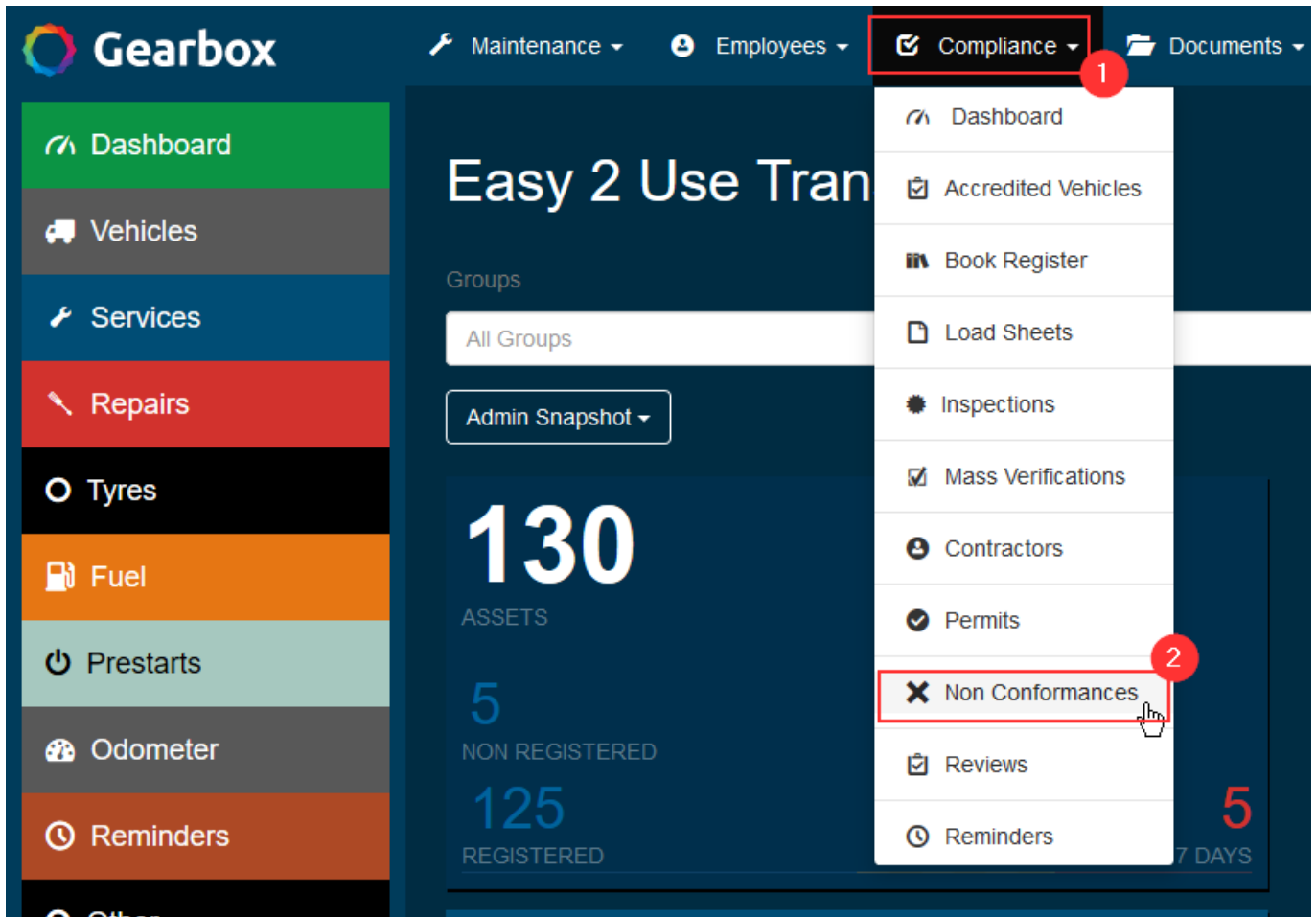
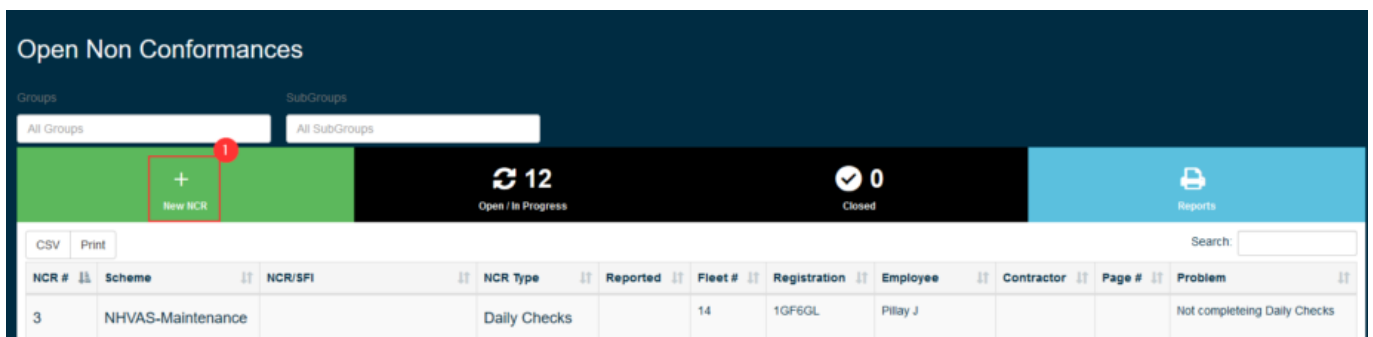


Add / Edit a Non Conformance

Click the 'Compliance' (1) dropdown and select 'Non Conformances' (2) from the dropdown:



Click the 'New NCR' (1) button or click an existing entry in the table to edit it:



The only required field is 'NCR/SFI' (2) but it is highly recommended you fill the information highlighted below. 'Scheme' (1), 'NCR/SFI' (2), 'Type' (3) and 'Employee' (4):

Add / Edit a Non Conformance

Scheme 1 NHVAS Mass	NCR/SFI 2 Non Conformance	Type 3 Overload	
Employee 4 Jared Winton	Contractor My Contractor	Page Number ABC123	Vehicle Tesla [DSA654]

1. Problem / Details of Non-Conformance

Details

Reported date

Reported By

2. Short Term Fix / Remedial Action

Details

Short term date

Short Term Fix By

3. Cause of Problem, Reason for NCR/SFI

Details

Cause date

Cause By

4. Long Term Fix / Preventative Action

Details

Long term date

Long Term Fix By

Close Out

Closed date

Closed By

Closed position

Completed

+ Attach New Document

Entering an 'Employee' will provide access to further fields on the Non Conformance.