



Non-Conformance Report Form

conducted for

Purchasing Department

NCR No.

2208

Location

Jaka 6780 Ayala, 6780 Ayala Ave, Legazpi Village, Makati, 1226 Metro Manila, Philippines

Staff Name

Elbert John

Completed on

31 Oct 2018 03:34 PM

Score

0/0.0 - 0.00%

Actions




#1. Kindly check this report and do the necessary actions. I have created some corrective actions.


Assignee: brenteefrancisco@brentee.com
Priority: MEDIUM
Due Date: 31 Oct 2018 03:31 PM
Audit: 2208 / Purchasing Department / Elbert John
Linked to item: Corrective actions to be implemented [Note: After providing all corrective or preventive actions, click ■ then click "Action" to create your action plan/s]
Status: To Do

#2. Kindly check this report and do the necessary actions. I have created some corrective actions.

Assignee: quitinfrancisco@brentee.com
Priority: MEDIUM
Due Date: 31 Oct 2018 03:32 PM
Audit: 2208 / Purchasing Department / Elbert John
Linked to item: Corrective actions to be implemented [Note: After providing all corrective or preventive actions, click ■ then click "Action" to create your action plan/s]
Status: To Do

Audit

Question	Response	Details
Details of Non-Conformance		
Type	Corrective Action	
Priority	Medium	
Source	Employee Feedback	
Process	Sales	
Detailed description of Non Conformance	Items were purchased from a supplier that had not been approved. The purchase order document had not been approved, that is, no approval signature was evident. There was no evidence of notification or discussion with the purchasing managers. Mr. Brent and Mrs. Francisco could not recall a conversation.	
Take a photo (Optional)		
 <p>Appendix 1</p>		
Name and Signature of Staff who raised the issue	Elbert John	
Date the NCR was endorsed to the Manager	30 Oct 2018 03:29 PM	
Corrective Actions		
Corrective actions to be implemented [Note: After providing all corrective or preventive actions, click  then click "Action" to create your action plan/s]	<ol style="list-style-type: none"> 1. The material shall be inspected by an incoming inspection engineer as part of the Quality Plan. 2. Get the complete purchase information: <ul style="list-style-type: none"> Basic Price Discount Packing and forwarding details Taxes, duties and freight details Delivery schedule Product specifications 	

Question	Response	Details	
Item Closed Out			
Result	Pass		
Additional Notes	<p>Always double check any incoming raw materials present. Conduct daily inspection of all items and take note if there are missing or excess goods.</p>		
NCR effectiveness verified by (Name and Signature of Manager)	Irvin Gamble	31 Oct 2018 03:34 PM	

Media

SubTotal: 7.82					
PO Number: 100258	PO Date: 10/17/2002	Vendor Name: XYZ Corporation	Vendor Code: ADR1		
005	GEAR AY	NE	1	249.00	249.00 TODD
			1		
005-01064-0075	SMITCHROCKER TYPE	NE	2	74.70	149.40 TODD
			2		
SubTotal: 396.40					
PO Number: 100259	PO Date: 10/17/2002	Vendor Name: Aero Parts, Inc.	Vendor Code: ADR1		
005-02038-0000	PLATE	NE	1	43.00	43.00 TODD
			1		
005-02044-0005	PLUG SCREW	NE	2	67.00	134.00 TODD
			2		
SubTotal: 177.00					
PO Number: 100260	PO Date: 10/17/2002	Vendor Name: ABX Aviation Company	Vendor Code: AAC6		
005-02044-0003	BLACK BEZEL	NE	3	4,055.00	12,165.00 PIETR
			3		
SubTotal: 12,165.00					
PO Number: 100261	PO Date: 10/17/2002	Vendor Name: Del Ray Aviation	Vendor Code: ADR1		
005-01064-0075	SMITCHROCKER TYPE	NE	1	74.70	74.70 DBA
			1		
005-02064-0033	TUBE, KLYSTRON	NE	10	283.00	2,830.00 DBA
			10		
SubTotal: 2,904.70					

Approved by: _____
Date approved: _____

Appendix 1