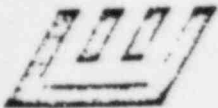


# THE WALDINGER CORPORATION



Approved By: \_\_\_\_\_

*C.R. Brown*

Quality Assurance Manager

Date 05/20/77

Revision 0

TITLE NONCONFORMANCE CONTROL -  
SHOP QUALITY CONTROL MANUAL

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WATERFORD III

PROCEDURE

TITLE

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Manual No: \_\_\_\_\_  
Issued To: \_\_\_\_\_  
Project: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

## INFORMATION ONLY

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EBASCO SERVICES  
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QUALITY  
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- ☒ Reviewed Without Comments  
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Noted; Incorporate Comments,  
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*C.R. Brown*  
6/2/77

5.

# THE WALDINGER CORPORATION



Approved By:

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Quality Assurance Manager

Date 05/20/77

Revision 0

TITLE NONCONFORMANCE CONTROL -  
SHOP QUALITY CONTROL MANUAL

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Procedure SQCP 15.1-2

WATERFORD III

## 1.0 Purpose

- 1.1 To provide the measures to identify, review, control and disposition materials, items, systems and processes that do not conform to the drawings, specifications or codes such that their use or installation is prevented.

## 2.0 Scope

- 2.1 This procedure applies to nonconformances discovered during the receiving, storage and fabrication of HVAC duct, material and structural support hangers at the fabrication shop.

## 3.0 References

- 3.1 The Waldinger Corporation Quality Assurance Manual  
3.2 Field Quality Control Manual  
3.3 Field Work Procedures Manual  
3.4 Shop Quality Control Manual  
3.5 Shop Work Procedures Manual

## 4.0 Definitions

- 4.1 Nonconformance Report - documents a deficiency in characteristic, documentation, or procedure which renders the quality of an item unacceptable or indeterminate (hereafter referred to as an NCR).

- 4.2 Deficiency Report - documents conditions which are not found to be acceptable (hereafter referred to as a DR). A DR once evaluated by the Quality Assurance Manager or his designee may be processed as a nonconformance report.
- 4.3 Nonconformance - A deficiency in characteristics, documentation, or procedure which renders the quality of an item unacceptable or indeterminate. Examples of nonconformance include: physical defects, test failures, incorrect or inadequate documentation, and deviations from prescribed processing, inspection or test procedures.
- 4.4 Inspection - A phase of quality control which by means of examination, observation or measurement, determines the conformance of materials, supplies, components, parts, appurtenances, systems, processes or structures to contract quality requirements.
- 4.5 Rework - The process by which a nonconforming item is made to conform to a prior specified requirement by completion, remaking, reassembling or other corrective means.
- 4.6 Repair - The process of restoring a nonconforming characteristic to a condition such that the capability of an item to function reliably and safely is unimpaired, even though that item still may not conform to the original requirement.
- 4.7 Use-as-is - A disposition which may be imposed for a nonconformance when it can be established that the discrepancy will result in no adverse conditions and that the item under consideration will continue to meet engineering functional requirements including performance, maintainability, fit, and safety.
- 4.8 Reject - The action taken to eliminate a nonconforming item from its specified use.
- 4.9 Item - Any level of unit assembly, including structure, system, subsystem, subassembly, component, part, or material.
- 4.10 Material Review Board - Composed of the Project Manager, the Quality Control Supervisor, who is designated as Chairman, and the client, or their representatives, for dispositioning use-as-is and repair disposition.

## 5.0 Responsibilities

- 5.1 The quality control inspector is responsible for identifying, documenting, and distributing deficiency reports, and nonconformance reports, and assuring that segregation of nonconforming items is accomplished.
- 5.2 The Quality Control Supervisor is responsible for identifying and processing nonconformance reports and approving Material Review Board dispositions.
- 5.3 Asst. Vice President - Manager/Fabrication is responsible for providing Material Review Board dispositions for nonconforming items, and assuring that the required corrective action is accomplished.
- 5.4 The Manager of Fabrication and Delivery is responsible for identifying nonconformances during receiving, storage and fabrication processes and informs the Quality Control Supervisor of the nonconforming conditions.

## 6.0 Procedure

- 6.1 An NCR is generated by the quality control inspector or Quality Control Supervisor in accordance with Appendix "A" and as determined by a review of the deficiency report (DR) as described by Reference 3.4, Shop Quality Control Manual, Procedure SQCP 15.1-1. An NCR may be generated by the Quality Control Supervisor without the use of a DR depending upon the nature or criticality of the nonconformance.

6.1.1 At such time that a nonconforming condition exists, the Quality Control Supervisor has the authority to stop the fabrication or installation activities, as necessary. The work stoppage is immediately reported to the Asst. Vice President - Manager/Fabrication and the Quality Assurance Manager.

6.1.2 The quality control inspector places a hold tag on the nonconforming item as described in the referenced Quality Assurance Manual, Procedure QAF 15.0. Smaller items may be collected in a container and a hold tag placed on the container. The nonconforming items are transferred to a holding area or segregated from acceptable items. Barriers may be utilized to segregate the nonconforming material.

- 6.2 When the NCR is generated by the Quality Control Inspector, the Quality Control Supervisor reviews the NCR for completeness and correctness, and assures that the nonconforming items have been described in accordance with the following requirements:
- 6.2.1 an accurate description of the characteristics which make the item nonconforming, (some of these characteristics are incorrect material, dimensions, appearance, processes, drawing deviations, or unknown conditions);
  - 6.2.2 includes information contributing to the conditions which caused the nonconformance;
  - 6.2.3 includes details or sketches of the exact location in the fabricated assembly or end product;
  - 6.2.4 identifies physical location(s) of the nonconforming item that may help to locate the item in addition to the information included in block 5 of the NCR form, (i.e., welding area, forming area, packaging area, etc.) and processing phase, (i.e., Receiving, Storage, Fabrication, etc.);
- 6.3 Once signed in block 9 of the NCR form, the NCR shall be assigned an identifying number and logged by the Quality Control Supervisor as described in Appendix "B".
- 6.4 The Quality Control Supervisor shall route the NCR to the Asst. Vice President - Manager/Fabrication for disposition instructions.
- 6.4.1 General NCR disposition requirements are as follows:
    - a) nonconformances are to be dispositioned in a uniform and timely manner, consistent with the schedule (NCR's not being dispositioned within 30 calendar days shall be brought to the attention of the Quality Assurance Manager);
    - b) use-as-is, repair, rework and reject dispositions shall require concurrence by Quality Control for adherence to quality requirements prior to implementation;

- c) dispositions of Use-As-Is, Repair, Rework and Reject shall require concurrence by client (Engineer) prior to implementation.

6.4.2 The Asst. Vice President - Manager/Fabrication reviews the NCR and makes a use-as-is, repair, rework or reject disposition in accordance with the following.

6.4.2.1 Use-As-Is:

- a) the Asst. Vice President - Manager/Fabrication records the use-as-is disposition on the NCR form, signs and dates and returns the NCR form to the Quality Control Supervisor for approval;
- b) upon approval the Quality Control Supervisor routes the NCR to the client (engineer) and requests approval to use the nonconforming item in its present condition;
- c) pertinent documents, such as drawings, reports, etc., required for the use-as-is rationale shall be forwarded to the client upon their request;
- d) when the use-as-is disposition is approved by the client, the Quality Control Supervisor forwards the NCR to the Asst. Vice President - Manager/Fabrication for implementation of the disposition;
- e) if the client rejects the use-as-is disposition, the Quality Control Supervisor submits another method for correcting the nonconforming items;



- f) upon acceptance of the use-as-is disposition, the Quality Control Supervisor shall assure that the reject tags are removed and releases the item for use.

6.4.2.2 Repair:

- a) the Asst. Vice President - Manager/Fabrication records the repair disposition on the NCR form, writes instructions at a level of detail sufficient to identify work operations and inspections required to accomplish the repair of the item, attaches any drawings, signs and forwards the NCR form to the Quality Control Supervisor for approval. Upon approval, the NCR is routed to the client in accordance with Paragraph 6.4.2.1 b) and c);
- b) upon acceptance of the repair disposition by the client, the nonconforming item is released to be repaired, and a copy of the NCR with required engineering documentation is forwarded to the Manager of Fabrication and Delivery;
- c) once repaired, the Quality Control Supervisor inspects the repaired item and if acceptable signs the NCR, removes the reject tags and the item is released for further work.

6.4.2.3 Rework:

- a) rework dispositions are processed in accordance with the "repair" disposition, Paragraph 6.4.2.2, except that the clients

approval is not required. However, these NCR's must be routed to the client for notification as these instances occur.

6.4.2.4 Reject:

- a) the Asst. Vice President - Manager/Fabrication records the reject disposition on the NCR form, signs and dates, and forwards to the Quality Control Supervisor for approval;
- b) the Asst. Vice President - Manager/Fabrication may scrap or return the item to the supplier. If a final disposition of scrap has been made, the NCR shall be forwarded to the client for approval prior to the material being scrapped;
- c) copy of the NCR shall accompany the items being returned to a supplier;
- d) items dispositioned as scrap shall be removed from the fab shop to avoid inadvertant use or installation subsequent to client approval.

6.5 Final acceptance of the NCR will be computed by the Quality Control Supervisor upon review of the completed NCR form. The NCR log entry shall be closed out in accordance with Appendix "B".

6.6 An NCR may be superseded after an NCR number has been assigned. The new NCR shall carry the same NCR number with a suffix letter A., B., etc. A statement to this effect shall be recorded on the NCR numbers cross-referenced on both the original and the superseding form. NCR forms containing Rework, Repair, or Use-As-Is dispositions may only be superseded with the approval of the original review personnel.



6.7 If an NCR should become lost, it shall be reissued by initiating another form with appropriate cross-reference to the original.

6.8 Installation of Nonconforming Items

6.8.1 Nonconforming items may be conditionally released to the jobsite for installation in permanent plant construction when it is a considered decision by the Material Review Board. Specific written approval from each of the above must be obtained and documented on the NCR along with the basis for the decision to permit installation of the nonconforming item. Approval to install nonconforming material or equipment shall be given when each of the following conditions are met:

- a) traceability and identification as a nonconforming item are maintained by tagging;
- b) the nonconforming item can be removed or corrected at a later date (prior to use) without damage or contamination to the associated permanent plant equipment or structures;
- c) the NCR is used to record the conditional release and subsequent reinspection for assuring the retrievability or limiting the use of the nonconforming material or item.

7.0 Records

7.1 Records maintained under this procedure shall include:

- a) Nonconformance Report, Form No. QC35/04-02-77
- b) Nonconformance Report Log, Form No. QC36/04-02-77

APPENDIX "A"

INSTRUCTIONS FOR PREPARING AND PROCESSING  
THE NONCONFORMANCE REPORT (NCR)

This instruction describes the actions required by Quality Control Supervisor to assure proper documentation of nonconforming conditions. The following description of entries are cross-referenced to the sample form (Figure 1).

<u>Entry Number</u>	<u>Entry</u>	<u>Description</u>
1	Drawing Number/ Item	Enter the drawing number of or description of the non-conforming item.
2	Item Description	Enter the drawing number or item name of the non-conforming item in Entry No. 1.
3	Project Number	Enter the number of the projects; i.e., W-3, WPS-2, etc. (this may be stamped or preprinted for specific projects).
4	NCR Number	Enter the next sequential serial number from the NCR Log.
5	Area/Elevation/ Location/System	Enter the geographical area, drawing elevation, specific location or functional system. NOTE: Only one (1) should apply.
6	Supplier	Enter the name of the supplier of the item recorded in Entry 1 or 2.
7	Reference DR Number	Enter the serial number of the Deficiency Report written against the non-conforming condition, if required.
8	Nonconforming Condition	Describe in clear concise words the exact nonconforming condition, reference

<u>Entry Number</u>	<u>Entry</u>	<u>Description</u>
		client and The Waldinger Corporation drawings, specifications or related engineering documentation. Enter any additional information not specifically provided for or if space is limited in the heading blocks, flagnote as necessary.
9	Reported by/ Date	Signature and date of the Quality Control Supervisor or Inspector identifying the nonconforming condition.
10	Disposition	Define in detail the disposition required to correct the nonconformance condition.
11	Material Review Board Concurrence	Enter an "x" to indicate the category in which the dispositions fall; i.e., Use-As-Is, Repair, Rework, Reject.
12	Project Mgr/ Asst. VP Mgr. Fab.	The signature and date of the Project Manager at the jobsite or Asst. Vice President/Manager Fabrication at the fab shop responsible for Use-As-Is, Repair, Rework and Reject dispositions entered in Block 10.
13	Quality Control Supervisor	The signature and date of Quality Control Supervisor concurring with the disposition and/or instructions entered in Block 10.
14	Client	The signature and date of the client (engineer) representatives concurring with the Use-As-Is, Repair and Rework dispositions.
15	Fix Accomplished	Enter a statement of action taken to implement the disposition entered in Block 10.

<u>Entry Number</u>	<u>Entry</u>	<u>Description</u>
16	Quality Control Inspector/Date	The signature and date of the Quality Control Inspector signifying the fix accomplished in Block 15.
17	QC Final Acceptance	The signature and date of the Quality Control Supervisor signifying final acceptance.



APPENDIX "B"

INSTRUCTIONS FOR PREPARING AND PROCESSING  
THE NONCONFORMANCE REPORT LOG (NCRL)

This Nonconformance Report Log provides a chronological listing of valid NCR's initiated at the fab shop. This log shall be maintained and controlled by the Quality Control Department. The following description of entries are cross-referenced to the sample form (Figure 1).

<u>Entry Number</u>	<u>Entry</u>	<u>Description</u>
1	NCR Number	Enter the next sequential NCR report serial number.
2	Date Written	Enter the date the QC Supervisor reviews and signs the nonconformance reported in block 9 of the NCR form.
3	Drawing No./ Item	Enter the drawing number of item description as recorded in block 1 of the NCR form.
4	Area/Elevation/ location/system	Enter the area/elevation/location/system as recorded in block 5 of the NCR form.
5	Date Closed	Enter the accepted by date as recorded in block 17 of the NCR form.
6	Remarks	Enter any pertinent information relative to the NCR.



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FIGURE #1