



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Nonconformance Log. This log is used to track all Nonconformance Reports (NCR) issued on a project. All NCR's issued shall be logged on the appropriate form provided in the TCPQMP.

A nonconformance occurs when there is a significant condition adverse to quality. A corrective action is the result of a nonconformance, and is a planned action developed to effectively correct and eliminate the nonconformance.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This log, and copies of all listed NCR's, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Nonconformance Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all nonconformances on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 6 of the Nonconformance Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the name of the Third Party Contractor.
Note 6	Enter the name of Metra's Project Manager/Construction Manager.
Note 7	Enter the Nonconformance Report #. This is a sequential number (Ex. 1, 2, 3, etc). The Metra Project Manager/Construction Manager controls the nonconformance log; therefore the Metra Project Manager/Construction Manager controls the NCR # sequence. Metra's Project Manager/Construction Manager will provide this number to the Third Party Contractor.
Note 8	Enter the date that the Nonconformance Report (NCR) was issued. (xx/xx/xx)
Note 9	Enter the deficiency, including the root cause, reported in the NCR.
Note 10	Enter the corrective action that was taken and verified after the NCR was closed.
Note 11	Enter the status of the NCR (Open or Closed).
Note 12	Enter the date that the corrective action was verified and the NCR was closed. (xx/xx/xx)

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