1. (normative)
Nonconformance Report – DRD
	1. DRD identification
		1. Requirement identification and source document

This DRD is called by the ECSS-Q-ST-10-09 requirements 5.1e, 5.2.2.5c and 5.5.1c.

* + 1. Purpose and objective

The purpose of the nonconformance report (NCR) is to provide all relevant information about nonconformances to the NRBs.

* 1. Expected response
		1. Scope and content

Company

The NCR shall identify the supplier of the nonconforming item.

Project name

The NCR shall contain the name of the project under which the item is procured.

NCR-no.

The NCR shall provide the unique identification and registration number of the NCR.

Revision

The NCR shall contain alpha or numerical identification of updated issues.

Critical item

The NCR shall identify the criticality of the item by “Yes” or “No” as identified in the project CIL.

Page

The NCR shall contain the individual page number and total number of pages of the report.

Attachments

The NCR shall contain the number of attachments.

Only first page of each item shall be attached to the NCR.

NC item

The NCR shall identify the nonconforming item by name and number according to the CIDL and its serial number (if any).

Drawing no./Part no.

The NCR shall list the document that defines the affected product.

Procedure no.

The NCR shall refer to the procedure in execution when the nonconformance occurs.

Supplier

The NCR shall provide the name of the supplier of the nonconforming item.

Purchase order

The NCR shall provide the number of purchase order if the nonconformance is observed on a supplied product.

NC observation

The NCR shall contain the date and location of the nonconformance observation.

Activity

The NCR shall contain the activity being performed when the nonconformance was detected.

The NCR shall include the name and organization group of the NC observer.

Description

The NCR shall contain a description of the nonconformance, location on the product, means of detection, condition for observation, to be supported by sketches and attachments as appropriate and environmental conditions pertaining to the product at that time.

Initiator

The NCR shall contain the name, date and signature of the person raising the nonconformance.

Internal NRB

The NCR shall list the dispositions and actions agreed by the NRB.

References. to Minutes of Meetings

The NCR shall identify minutes of meeting drafted during the NRB meeting.

Classification

The NCR shall contain the “Minor” or “Major” classification as per internal NRB decision.

Customer notification

The NCR shall contain the date and reference to written notification.

Verification

The NCR shall contain the individual close­out statement by PA personnel for all actions determined by the NRB.

Cause of NC

The NCR shall describe the basic fact or circumstance which causes the nonconformance.

Reference to failure report

The NCR shall provide the document identification number of the failure analysis report.

Corrective or preventive actions

The NCR shall document corrective or preventive actions agreed by internal NRB for minor NCRs.

PA signature

The NCR shall have the date, name and signature of PA representative in the internal NRB.

Engineering signature

The NCR shall have the date, name and signature of the engineering representative in the internal NRB.

Customer NRB dispositions

The NCR shall list the dispositions and actions agreed by the customer NRB.

Finally determined cause of NC

The NCR shall contain the basic fact or circumstances which causes the nonconformance as confirmed by customer NRB.

Reference to Failure Report

The NCR shall contain the document identification number of the failure analysis report on customer NRB level.

Corrective or preventive actions

The NCR shall summarize corrective actions agreed by customer NRB for major NCRs.

Request for waiver

The NCR shall contain “Yes” or “No” based on customer NRB disposition and the identification number of the RFW in case of “Yes”.

Other documents

The NCR shall identify other related documents according to NRB decision.

Chairman

The NCR shall contain the name of company and person chairing the customer NRB.

Members

The NCR shall contain the names of the members of the customer NRB and respective companies.

Chairman signature

The NCR shall have the date and signature of the customer NRB chairman.

Members signature

The NCR shall have the date and signatures of the customer NRB members.

NCR close­out

The NCR shall have the date, signature and stamp of the supplier PA or QA responsible for final closure.

Additional information and continuation sheet

The NCR shall contain any additional information and actions with clear link to the NCR, if additional information is required to describe the nonconformance or its analysis results.

Non mandatory information

The NCR should additionally contain the following information:

Related internal NCR

NCR title

Next higher assembly

Subsystem / Model reference

Identification of violated requirements

Customer notification (date and reference )

Alert identification

* + 1. Special remarks

The supplier may use the template given in ECSS-Q-ST-10-09 Annex C.