



# 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


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#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   |
|--|--|---|
| <b>Details of Non-Conformance</b>  |  |   |
| 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 style="text-align: center;">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   |   |
| <b>Corrective Actions</b>  |  |   |
| Corrective actions to be implemented<br>[Note: After providing all corrective or preventive actions, click  then click "Action" to create your action plan/s] | <ol style="list-style-type: none"> <li>1. The material shall be inspected by an incoming inspection engineer as part of the Quality Plan.</li> <li>2. Get the complete purchase information:               <ul style="list-style-type: none"> <li>Basic Price</li> <li>Discount</li> <li>Packing and forwarding details</li> <li>Taxes, duties and freight details</li> <li>Delivery schedule</li> <li>Product specifications</li> </ul> </li> </ol> |   |

| Question  | Response  | Details              |   |
|---|---|----------------------|---|
| <b>Item Closed Out</b>  |   |                      |   |
| Result  | Pass  |                      |   |
| Additional Notes  | <p>Always double check any incoming raw materials present.</p> <p>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