Non-Conformance Report Form

2208 / Purchasing Department / Elbert John

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	0

NCR No.	2208
Department	Purchasing Department
Location	Denver, CO, USA (39.7392358, -104.990251)
Staff Name	Elbert John

Audit

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)

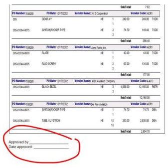


Photo 1

Name and Signature of Staff who raised the issue

Elbert John
14 Jun 2023 08:13 PST

Date the NCR was endorsed to the Manager 14 Jun 2023 07:30 PST

Corrective Actions

Corrective actions to be implemented
[Note: After providing all corrective or preventive actions, click "Action" to create your action plan/s]

1. The material shall be inspected by an incoming inspection engineer as part of the Quality Plan.
2. Get the complete purchase information:
- Basic price
- Discount
- Packing and forwarding details
- Taxes, duties, and freight details
- Delivery schedule
- Product specifications

Item Closed Out

Result	Pass

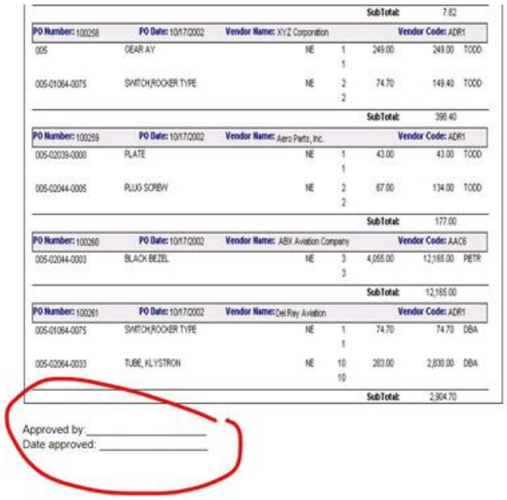
Additional Notes

Always double check any incoming raw materials present.
Conduct daily inspection of all items and take note if there are missing or excess goods.

NCR effectiveness verified by (Name and Signature of Manager)

Irvin Gamble
14 Jun 2023 08:14 PST

Media summary



				SubTotal:	7.82	
PO Number: 100258	PO Date: 10/17/2002	Vendor Name: XYZ Corporation		Vendor Code: ADR1		
005	GEAR AY	NE	1 1	249.00	249.00	TODD
005-01064-0075	SWITCH,ROCKER TYPE	NE	2 2	74.70	149.40	TODD
				SubTotal:	398.40	
PO Number: 100259	PO Date: 10/17/2002	Vendor Name: Aero Parts, Inc.		Vendor Code: ADR1		
005-02039-0000	PLATE	NE	1 1	43.00	43.00	TODD
005-02044-0005	PLUG SCREW	NE	2 2	67.00	134.00	TODD
				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 3	4,055.00	12,165.00	PETR
				SubTotal:	12,165.00	
PO Number: 100261	PO Date: 10/17/2002	Vendor Name: Del Ray Aviation		Vendor Code: ADR1		
005-01064-0075	SWITCH,ROCKER TYPE	NE	1 1	74.70	74.70	DBA
005-02064-0033	TUBE, KLYSTRON	NE	10 10	283.00	2,830.00	DBA
				SubTotal:	2,904.70	

Approved by: ____________________
Date approved: ____________________

Photo 1