

# NCR Discrepancy Submission Checklist

Ensure discrepancy text contains all pertinent information per IR0451, “the discrepancy description shall contain enough information to locate and provide sufficient detail to evaluate and disposition the nonconformance, as well as provide accurate configuration data for the historical record. The discrepancy text entry shall contain a complete description and nature of the nonconformance in simple direct language and shall include:”

- Program: (F-15, F-18, T-7, MQ-25, 777...etc.)
- Location of Part: (above named supplier, or other location)
- Whom to Charge for Rejection: (above name supplier, sub-tier supplier, Boeing)
- Does your PO contain clause Q206 or Q049: (Yes or No)

## IS / As-Is / Actual Statement

- Quantity of Parts Affected,
- Affected Part Number(s),
- Engineering Part Number(s),
- Correct Product Definition Name(s) (longeron, stiffener, skin),
- Affected Serial Number(s) (that is associated with the part that has the defect),
- Critical Part Notation,
- Size or Severity of Defect(e.g. depth/length/width, short edge distance, how far OOT and photo of defect),  
( parts do not pass required conductivity, hardness test or test specimens: tensile, fracture toughness, etc., list the values for rejected specimens along with values for any/all specimens that were accepted and the test requirements.),  
(Composite parts with cracks, delam, unbonds etc. require an NDI and photos, drawing, X-ray image, C-scan Image, etc., attach the information)
- Defect Location on Part (e.g. hole number, measurements from key features and photo of location)
- Percentage of Completion,
- Inspections Completed to Date,
- Indicate Processing Operations been Performed,
- Indicate Remaining Days of Fabrication/Processing to PO Requirements,

Add Graphics to support your “IS” statement (location of defect on part, close up of defect, ID the photo for discrepancy and defect severity).

## Should Be Statement:

S/B: The Condition / Requirement which the Part Should Be Conforming to.

Document the Blueprints “Should Be” Condition Citing the Blueprint dimensions and Tolerances, Boeing P.S., PO Requirements, etc. that is NOT Compliant. Example: “Part should be without gouge or crack per P.S. 23041.” (ID as applicable information on the drawing zone and page number of the part and/or the CAD model number and Revision), add graphic(s) to support your “Should Be” Statement.

- When to add a New Discrepancy: whenever the Process Code, Defect Code or Discrepant Part Number changes.
- Discrepant / Failed Part Number – the actual part that has the defect, could be a detail of an Assembly.
- Process Codes – The process being performed when the defect occurred, must be input before Defect Code.  
Defect Code – each Process Code has a menu of Defect Codes, select the one closes identifies the defect.

# NCR Discrepancy Submission Checklist

Include the Following in the Submission	Field In SQIS	Field On MAC861MRB Form
<input type="checkbox"/> Blue Print Drawing Number or Engineering Model Number	Drawing #	D. Blueprint (BP) Drawing No. Sheet No. and Zone
<input type="checkbox"/> Blue Print Sheet Number (when applicable)	Discrepancy Description	D. Blueprint (BP) Drawing No. Sheet No. and Zone
<input type="checkbox"/> Supplier Blue Print Drawing Number (when applicable)	Drawing #	D. Blueprint (BP) Drawing No. Sheet No. and Zone
<input type="checkbox"/> Process Specification (when applicable)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Program	Discrepancy Description	C. Model No.
<input type="checkbox"/> Who was responsible for the defect?	Discrepancy Description	B. Charge Data
<input type="checkbox"/> Where is the part located	Discrepancy Description	B. Charge Data Location
<input type="checkbox"/> Is Customer Inspection required per the PO?	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Percentage of completion	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Discrepant Part Number	Part #	C. Failed Part number
<input type="checkbox"/> Discrepant Part Serial Number	Serial #	C. Failed Part Number Serial #
 IS Condition		
<input type="checkbox"/> Affected Part Number (s)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Engineering Part Number (s)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Referenced Part Number Field (when applicable)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Correct Product Definition Name (s)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Affected Serial Number (s)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Quantity of Parts Affected	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Critical Part Notation	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Size or Severity of Defect	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Defect Location	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Additional Graphics (when applicable)	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Percentage of Completion	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Inspections Completed to Date	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Indicate Processing Operations Performed	Discrepancy Description	D. Should Be / Actual Condition
<input type="checkbox"/> Indicate Remaining Days of Fabrication	Discrepancy Description	D. Should Be / Actual Condition
 S/B Condition		
<input type="checkbox"/> Blue Print or Model Requirement	Requirement Description	D. Should Be / Actual Condition
<input type="checkbox"/> Blue Print or Model Tolerance	Requirement Description	D. Should Be / Actual Condition
<input type="checkbox"/> Recommended Disposition (when applicable)	Recommended Disposition	D. Should Be / Actual Condition