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| **Section 1** | | **Nonconformance Description and Recommended Disposition**  To be completed by the contractor. Type or print all input and leave no blank fields (i.e., type “not applicable” or “N/A” for those fields that do not apply). The contractor accepts full responsibility for the accuracy and completeness of the information provided by this CNCR. | | |
| **NOTE**: If this CNCR contains classified, controlled unclassified information (CUI), unclassified controlled nuclear information (UCNI), or any other information considered to be sensitive or otherwise marked as Operations Security (OPSEC), the contractor shall observe established protocols for handling and transmitting the information. Refer to the project information security plan as applicable. | | | | |
| 1. General Contractor Full Name/Address: | | | 1. Subcontractor Name: | |
| 1. Date: | |
| 1. Facility/Room/Area No.: | |
| 1. Battelle PO No.: | | | 1. System/Type: | |
| 1. Nonconforming Item(s) and Recommended Disposition | | | | |
| Item | 1. Nonconforming Item Description | | | 1. Recommended Disposition (RD) (Repair, Rework, Reject, or Use-as-is) |
| 7.1 | Description and Quantity:  Technical Requirement:  Reason for nonconforming item(s):  Reference Document(s) (Document No., Rev.): | | | RD:  Justification: |
| 1. Section 1 Attachments: | | | 1. Contractor’s Authorized Representative Name: | |

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| **Section 2** | | **Final Disposition** (to be completed by Battelle)  N/A | | | |
| 1. Nonconforming Item(s) Final Disposition and Technical Direction | | | | | |
| RD Item | 1. Final Disposition (FD) | | 1. Design Direction | | 1. Inspection Criteria |
| 7.1 | FD:  Technical Justification: | | Design Change Description and No. if available: | | Inspection description(s), requirements and attributes: |
| 1. Section 2 Attachments: | | | | | |
| 1. Final Disposition Approval  (Provide standard signature or electronic signature, with printed name and date signed.) | | | | | |
| Resp. Design Engineer/Architect | | | | SME, as applicable | |
| Quality Engineer | | | | Other, as applicable | |
| Other, as applicable | | | | Technical Oversight Representative | |

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| **Section 3** | **CNCR Closure** (to be completed by Contractor and Battelle)  N/A | |
| 1. General Contractor Closure Certification:   The contractor hereby certifies that the approved and final disposition(s) have been implemented, and that all associated work has been completed, tested, and inspected, and meets the specified requirements. Applicable test/inspection documentation and/or other objective evidence of completion is attached hereto.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature by Authorized General Contractor Representative (Print/Sign/Date) | | |
| 1. Contractor Section 3 Attachments: | | |
| 1. Battelle Closure Verification: | | |
| Construction Manager | | Resp. Design Engineer/Architect |
| Quality Engineer | | SME, as applicable |
| Other, as applicable | | Technical Oversight Representative |
| **The issuance and acceptance of this CNCR does not limit or affect the warranty provisions of the contract.**  **This request shall not establish a precedent or obligation to accept similar conditions in the future.** | | |

**INSTRUCTIONS FOR COMPLETING THE CONTRACTOR NONCONFORMANCE REPORT**

The contractor shall uniquely identify the nonconforming items in the field by completing and attaching a hold tag(s) or an equivalent tag, which shall include the following information:

* Hold for: (inspection or disposition or other)
* Purchase Order no.:
* Item no.:
* Quantity:
* Drawing and Revision/Part no.:
* Project:
* Description of item:
* Signature/date/phone:

This identification is to be legible and easily recognizable. If tagging of each nonconforming item(s) is not practical, the container or package of nonconforming item(s) shall be identified with a hold tag. The Contractor shall segregate nonconforming item(s) by placing them in a designated storage area to preclude inadvertent use of nonconforming item(s). When segregation is impractical or impossible due to physical conditions such as size, weight, access limitations, or radiological controls, other precautions are to be used to prevent inadvertent use. Nonconforming item(s) are not to be used until authorized personnel have completed an evaluation and the items are considered acceptable to use.

After completing Section 1 of the CNCR form, the contractor shall ensure that steps described in Section 1 are completed by staff who have the following attributes:

* Demonstrated competence in the specific area to be evaluated
* Adequate understanding of the requirements
* Access to pertinent background information
* Appropriate security clearance.

The contractor shall specify a recommended disposition of the nonconforming item(s) and enter the disposition into Block 9. Dispositions are repair, rework, reject, and use as is. Complete Section 1 as specified below and in accordance with the following instructions. Refer to contract for reporting requirements.

After disposition has been approved by Battelle and the contractor has completed disposition actions on the nonconforming item(s), the contractor will complete blocks 18-19 indicating completion of disposition actions.

Nonconformance Disposition Definitions:

**repair**: The process of restoring a nonconforming characteristic to a condition such that the capability of an item to function reliably and safely is unimpaired, even though that item still does not conform to the original requirement. A technical justification shall be provided for the acceptability of the item(s) after completion of the repair activity. This justification shall be documented on the CNCR form. Additionally, the actual work that needs to be performed to the nonconforming item(s) shall be specified as part of the disposition. Inspection/tests required after any repair activity must be specified to determine that the item(s) meet the specified acceptance criteria.

**use as is**: A disposition permitted for a nonconforming item when it has been established that the item is satisfactory for its intended use. A technical justification shall be provided for the acceptability of the item(s). This justification shall be documented on the CNCR form.

**rework**: The process by which an item is made to conform to original requirements by completion or correction. Dispositions the actual work that needs to be performed to the nonconforming item(s) shall be specified as part of the disposition. Inspection/test required after any work activities must be specified to determine that the item(s) meet the original acceptance criteria.

**reject**: A disposition for a nonconforming item not suitable for a repair or rework disposition and not usable for its intended application. Dispositions: the disposition should include the final utilization of the item(s), e.g., use as test articles, scrap, return to vendor, place in material storage cage, etc.

**NOTE**: As-built record, for item(s) disposition as use-as- is or repair, shall reflect the actual final accepted deviation.

**Blocks**:

1. Contractor’s name and address.
2. Enter subcontractor name. If not applicable, enter N/A.
3. Date the nonconformance was recorded on the CNCR form.
4. Facility or building information, including building number. Also include area numbers and lab/room numbers.
5. Battelle-issued purchase order contract number associated with the general contractor.
6. Affected system, structure, or component identification code.
7. Nonconforming Item(s) and recommended disposition. List individual nonconformances specific to that system. Add table row(s) for multiple items with different recommended dispositions.
8. Describe the nonconforming items in detail, including description, technical requirements and how those requirements were not met, and references to full document numbers (including the document number revision).
9. Provide the recommended disposition (repair, rework, reject, or use-as-is). Provide technical justification for the recommended disposition as applicable.
10. Provide attachment references as required to justify the recommended disposition and provide any photos of the nonconformance if allowed. Include the recommended disposition Item No. in the attachment title line.
11. Enter the contractor’s authorized representative name.
12. Nonconforming item(s) final disposition and technical direction section filled out by the responsible design engineer or architect.
13. Provide the final dispositions cross-referenced to each Item No. listed in Section 1 and provide technical justification for the disposition.
14. Provide additional design direction including reference to complete or pending design changes, etc.
15. Provide inspection requirements to include attributes and required witness or hold points as applicable/required.
16. Provide attachment references as required to justify the final disposition. Include the recommended disposition Item No. in the attachment title line.
17. Add approval signatures as applicable for final dispositions, starting with the responsible design engineer or architect, SMEs, other approvers as needed, and final by the technical oversight representative.
18. The contractor’s authorized representative will certify closure of the CNCR and completion of each final disposition.
19. Provide attachment references and objective evidence of completion as necessary to justify CNCR certification and provide any photos of the completed field condition if allowed. Include the recommended disposition Item No. in the attachment title line.
20. Add Battelle approval signatures as applicable for verification that final disposition(s) have been implemented and the work accepted by the applicable project team members. List signatures starting with the construction manager, responsible design engineer or architect, SMEs, other approvers as needed, and final by the technical oversight representative. Ensure CNCR pagination (page numbers) are correct.