## **NCR/ECR Parameters:**

## **Overview:**

The NCR (Non-Conformance Report) / ECR (Engineering Change Request) Parameters are the codes and description used when entering, editing, and raising issues within the 'Quality Management Systems'.

## **To Access the Parameters**

From the OPTO ribbon, select the 'Quality' tab then **click** on the 'Data Set' (circled below) drop menu and select a category from the list.

File	HOME	CONTACTS	RESOURCES	INVENTORY	QUOTES	PURCHASING	ORDERS	JOBS/SCHEDULIN	G INVOICING	QUAL	ITY MANAGEMENT	WORKSHO
		Сору		🔏 New QA/NCR		🔎 New In	sp/Cal		📷 New Document	<b>a</b> (	Data Set 👻	
New	Save	🖌 Cut	OA/NCR	Edit QA/NCR	Jnsn/Ca	Reform	n Insp/Cal	Documents	📷 Change Request	*	Area	
	Sare	Paste	do tritein	_	insp/ cu			bocamento		*	Area Sub	
	Category		QA/N	CR 🖼	Insp	ection/Calibration		Document N	lanagement	*	QA Root	
										*	QA Severity	
										*	QA Source	
										*	insp/Cal Type	Т
										*	Document Category	
										<b>*</b>	Document Type	
										_		-

## 1. QA Severity - This is the extent to which the issue or item is deficient.

To set-up the codes and descriptions **click** on 'QA Severity' to bring up the 'QA Severity' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.

		Code Severity Description	
•		QA Severity	×
	Code	Description	<u>o</u> k
1	1	Major	
2	2	Minor	Cancel
_			

Repeat process as necessary to create the Severity codes.

Area - To set-up the codes and descriptions click on 'Area' to bring up the 'QA Area' window, click in the Code field and create a code, press <TAB> to advance to the Description field and type a description, press <F9> to save.

	QA Area			
Code	Area Description			
0	QA Area			
Code Description				
100	Administration			
101	Workplace Health & Safety			
102	Quality Control Design and Development			
301	Manufacturing			
401	Purchasing			
501	Laser			
<u>0</u> K	<u>C</u> ancel <u>S</u> earch <u>P</u> rint			

**3.** *Area Sub* - these codes and description work in conjunction with the Area Categories to refine the area of the issue or item. To set-up the codes and descriptions **click** on 'Area Sub' to bring up the 'QA Area Sub' window, **click** in the *Code* field and create a code, **press <TAB>** to advance to the *Description* field and type a description, **click** in the Area *Code* field, **press <F2>** and select an Area Code from the pop-up list, click <u>OK</u>, **press <F9>** to save.

	QA Area     Code     Area Sub Desc     Code     Area Descript     Code     Area Descript	Sub cription ion	
	QA ,	Area Sub	
Code	Description	Parent	Parent Description
100-1	Non Conformance	100	Administration
100-2	Likely	100	Administration
100-3	Moderate	100	Administration
100-4	Unlikely	100	Administration
101-1	Management Accountability	101	Workplace Health & Safety
101-2	Quality Control	101	Workplace Health & Safety
101-3	Communication and Information	101	Workplace Health & Safety
102-1	Below Standard Finish	102	Quality Control
201-1	Programming	201	Design and Development
201-2	Drafting and Design	201	Design and Development
301-1	Fabrication	301	Manufacturing
301-2	Machining	301	Manufacturing
301-3	Welding	301	Manufacturing
301-4	Paint - Polish	301	Manufacturing
301-5	Transport	301	Manufacturing
301-6	Quality Control	301	Manufacturing
301-7	Communication and Information	301	Manufacturing
	<u>O</u> K <u>C</u> ancel	<u>S</u> earch.	<u>P</u> rint

**4. QA Source** - these are the origins through which something has come into being or from which it has been obtained. To set-up the codes and descriptions **click** on 'QA Source' to bring up the 'QA Source' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.

		QA Source
	Code	Source Description
۲		QA Source ×
	Code	Description
1	couc	Customer Complaints
2		Internal Issue
3		Supplier Issue
4		Client Request
	9	<u>Q</u> K <u>C</u> ancel <u>S</u> earch <u>P</u> rint

Repeat process as necessary to create the Source codes.

5. QA Root - This is the fundamental cause or source from which the issue or item originated.

To set-up the codes and descriptions **click** on 'QA Root' to bring up the 'QA Root' window, **click** in the **Code** field and create a code, **press <TAB>** to advance to the **Description** field and type a description, **press <F9>** to save.

	Cod	QA Root
0		QA Root ×
C	ode	Description
2		Machine
3		Method
4		Material
5		Environment
PROD		Production
	<u>(</u>	<u>QK</u> <u>C</u> ancel <u>S</u> earch <u>P</u> rint

Repeat process as necessary to create the Root Cause codes.