

**Subcontractor Nonconformance Report
(NCR)****Subcontract Submittal Information**

Subcontract ID number (e.g., requisition or contract number)	Contract Submittal #	Revision #
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Subcontractor's Point of Contact

Name	Title	Contact info (phone/email)
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Is a copy of subcontractor's internal NCR attached?

- ☐ No ☐ Yes (if yes, information found on subcontractor's NCR does not need to be copied to this form)

Subcontractor's internal NCR No. (if applicable):

Section 1: (Completed by Subcontractor) Nonconformance Information**1.1** Is this form being submitted for a sub-tier supplier NCR?

- ☐ No (if No, continue to section 1.2)
☐ Yes (if Yes, input sub-tier information below)

Sub-tier Supplier Information (complete if Yes is selected above)

Sub-tier Supplier Name:

Sub-tier Supplier Address:

Sub-tier Supplier Point of Contact Information

Name	Contact Info
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1.2 Item Description: (e.g., Bill of Material # or description, part #)

Detection Date	Detection Method
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1.3 Description of nonconformance and extent of condition (As applicable, include reference to serial/lot/batch number and to any specific requirement(s) not met or able to be met, including applicable drawing, specification, code/standard citation. Attach additional pages, if necessary.)

Violated Requirement (reference subcontract documents):

Description of nonconforming condition (provide as much information as needed to support disposition):

Extent of condition:

1.4 Proposed* disposition (See definitions of dispositions in instructions).

☐ Use-As-Is ☐ Repair ☐ Rework ☐ Reject

*This is not the final disposition. LANL will assign the final disposition in section 3.4

1.5 Actions and technical justification for proposed disposition and estimated date for completion. (*Attach additional pages, if necessary.*)

Proposed actions to be taken:

Technical justification:

Estimated completion date of disposition actions:

1.6 Cause of Nonconformance (attach additional pages if necessary):

1.7 If any nonconforming item(s) are on LANL property state the location(s):

Warning: Do not enter any classified information.

Technical Area:

Building:

Room:

Section 2: (Completed by LANL) LANL Receipt and Review of Submittal

2.1 Upon receipt of this form from Subcontractor, the LANL Subcontract Technical Representative (STR) completes this section.

LANL STR upon receipt

Received By	Z Number	Date Received
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2.2 After initial receipt the subcontract/project Quality Assurance Representative (QAR) reviews Section 1 for accuracy and completeness and requests the Subcontractor make revisions as necessary. Once accuracy and completeness are verified, the QAR completes this section and signs.

Quality Assurance Representative (QAR)

Name	Z Number	Organization	Signature and Date
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Section 3: (Completed by LANL) LANL Evaluation and Approval of Disposition

Sections 3.1 – 3.5 to be completed by the LANL Disposition Evaluator (see P330-6 for evaluator requirements)

3.1 Affected item or System, Structure, or Component (SSC) functional classification.

☐ Safety Class (ML-1) ☐ Safety Significant (ML-2) ☐ Other Hazard Control (OHC) (ML-3)
☐ Defense in Depth (DID) (ML-3) ☐ Non-safety

3.2 Is the work of other subcontractors affected? ☐ Yes ☐ No

If yes, please provide name(s) of affected subcontractor(s):

3.3 LANL Disposition Statement

- ☐ Accept subcontractor proposal from section 1.5
- ☐ Reject subcontractor proposal from section 1.5. If rejecting subcontractor NCR disposition, select the appropriate disposition:
- ☐ Use-As-Is ☐ Repair ☐ Rework ☐ Reject

3.4 Technical justification for disposition (*Attach additional pages, if necessary.*):

3.5 Actions to be taken to resolve disposition:

Drawing Change:	<input type="checkbox"/> LANL	<input type="checkbox"/> Supplier	<input type="checkbox"/> None	Comments:
Specification Change:	<input type="checkbox"/> LANL	<input type="checkbox"/> Supplier	<input type="checkbox"/> None	Comments:
Inspection/Test:	<input type="checkbox"/> LANL	<input type="checkbox"/> Supplier	<input type="checkbox"/> None	Comments:
Other:	<input type="checkbox"/> LANL	<input type="checkbox"/> Supplier	<input type="checkbox"/> None	Comments:

Required Approvals for Nonconformance Disposition

Disposition Evaluator upon completion of sections 3.1 – 3.5

Name	Z Number	Organization	Signature and Date

Possible Additional Approvals

Disposition Evaluator indicates when Facility Design Authority Representative (FDAR) review is required

Is approval by the facility design authority representative (FDAR) required? ☐ Yes ☐ No
(If yes, FDAR conducts their review and enters name, Z number, organization, signature, and date below.)

FDAR Name	Z Number	Organization	Signature and Date

Disposition Evaluator indicates when an additional approver review is required

Is additional approval required? ☐ Yes ☐ No
(If yes, approver conducts their review and enters name, Z number, organization, signature, and date below.)

Approver Name	Z Number	Organization	Signature and Date

Section 4: (Completed by LANL) Interface With Applicable LANL Programs

4.1 – 4.3 To be completed by the Disposition Evaluator after obtaining required approvals of the disposition

4.1 Is a design change through a Design Revision Notice (DRN) or Field Change Request (FCR) required per AP-341-519? (such as to support a Repair or Use-As-Is disposition) ☐ Yes ☐ No

If "Yes", reference the DRN or FCR number(s) below:

4.2 Is an Unreviewed Safety Question (USQ) or Unreviewed Safety Issue review required for the approved disposition and any associated DRNs or FCRs? ☐ Yes ☐ No

**Subcontractor Nonconformance Report
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(continued)

If yes, submit any DRNs or FCRs along with the approved disposition as one submission to USQ/USI.
Once USQ or USI review is complete, reference the USQ/USI number:

4.3 Is a LANL NCR required to be initiated as defined in P330-6? (i.e., when a conditional release may affect an operating facility.) ☐ Yes ☐ No

If yes, enter the LANL NCR number and date initiated:

Section 5: LANL Verification of Work Completion for Nonconformances (required for Repair or Rework only)

This section is required for approved dispositions of Repair or Rework. Do not use for Use-As-Is or Reject dispositions. This section to be completed by the assigned LANL Verifier although specific actions to complete the disposition may be performed by LANL and/or Subcontractor personnel.

5.1 Check applicable verification block once verification of work is complete.

☐ Reworked items have been reinspected and/or retested per original acceptance criteria and have passed.

☐ Repaired items have been reinspected and/or retested per the acceptance criteria established in the approved disposition and have passed.

Objective evidence of reinspection and/or retest attached (required when objective evidence is not UCNI).

Provide the following information for the documents associated with verification (e.g., inspection/test reports)

Document No.	Revision No.	Document Title	Description

Verifier signs after verification of work completion and acceptability is complete

Verifier Name	Z Number	Organization	Signature and Date

Verifier indicates when an additional verification review is required

Is additional verification required by a facility, organization, or project? ☐ Yes ☐ No

If yes, the additional verifier conducts verification and enters name, Z number, organization, signature, and date below.

Additional Verifier Name	Z Number	Organization	Signature and Date

Section 6: (Completed by LANL) Closure

QAR reviews for completeness and accuracy and approves by signing below

QAR Name	Z Number	Organization	Signature and Date

STR reviews this form for completeness and to ensure required actions have been taken, then signs below to indicate the Nonconformance Report is closed.

STR Name	Z Number	Organization	Signature and Date

Form Instructions

IMPORTANT: The LANL subcontractor completes this form for nonconformances identified in work they or their sub-tier supplier have performed. Use Form 2178, *Subcontractor Deviation Disposition Request* for work not yet performed and for onsite work that has not been offered for acceptance.

Header (Subcontractor Submittal Information)

The subcontract ID number, contract submittal number (may be a contract Nonconformance Report [NCR] number), and revision number of the submittal (starting at 0) must be specified in the header along with the name, title, and contact information of the subcontractor's point of contact for the submittal. The point of contact should be the person who has the information and appropriate responsibility to resolve the nonconformance or deviation.

If subcontractor issued an NCR through their Quality Assurance (QA) program and attached a copy to this submittal, check "Yes" and provide the subcontractor NCR number, otherwise check "No." If subcontractor attached a copy of their NCR, they do not need to copy information from that NCR onto this form. However, any information required by this form but not provided on subcontractor's NCR must be provided on this form.

Section 1

Section 1 is completed by the subcontractor.

1.1 If subcontractor submits this form for a nonconformance identified for sub-tier supplier work (in other words, if the nonconforming work was performed by a sub-tier supplier), indicate "Yes" and provide the sub-tier supplier's information. If the form is submitted for work performed by the LANL subcontractor, indicate "No."

1.2 Describe the nonconforming item or items. The description must be traceable back to the subcontract documents. Use bill of material numbers, descriptions, or similar information to help trace items back to subcontract documents.

1.3 Indicate

- the date the nonconformance/need for deviation was discovered, and
- the method of detection, such as acceptance inspection, receiving inspection, special tests (input type of testing), constructability reviews, or other applicable methods.

1.4 Describe the nonconformance and the extent of condition. Cite the violated requirement traceable to the subcontract documents. Use bill of material numbers, descriptions, or similar information to help trace items back to subcontract documents. Describe the nonconforming condition as specifically as necessary to support development of an effective disposition. Describe the extent of condition of the nonconformance (e.g., how many items are nonconforming).

1.5 Propose a disposition to resolve the nonconformance using the following definitions for the dispositions:

- **Use-As-Is:** The item (or items), though nonconforming, is acceptable for its intended use based on an evaluation by a subject matter expert (engineer of record/design agency when required). Use-As-Is dispositions require documentation of the as-used condition in as-built or configuration control drawings or documents and may require submission of design change documents (e.g., DRN or FCR).
- **Repair:** The item (or items) can be restored to a condition such that the capability of the item to function reliably and safely is unimpaired even though the item does not conform to the original requirement. Repaired items must be re-examined in accordance with applicable procedures and original or alternate acceptance criteria. Repair dispositions require the formal establishment of new acceptance criteria and possibly the approval of processes used to repair (such as welding). Repair dispositions require documentation of the as-used condition in as-built or configuration control drawings or documents and may require submission of design change documents (e.g., DRN or FCR).
- **Rework:** The item (or items) can be made to conform to original requirements using approved processes or procedures. Reworked items must be re-examined in accordance with applicable procedures and original acceptance criteria. A Rework disposition may be used only when the original acceptance criteria can be met through continuation or re-performance of the original manufacturing process or through use of an authorized process, such as an approved weld repair procedure.
- **Reject:** The item (or items) is unacceptable for its intended use.

- 1.6** Provide the actions, technical justification, and estimated action completion date for the proposed disposition.
- Describe the specific actions needed to complete the proposed disposition (e.g., manufacturing processes, inspections/tests, etc.)
 - Provide the technical justification for the proposed disposition in section 1.5. For Rework and Reject, the justification can be simple because the item will be either brought into conformance using approved processes or discarded and replaced. For Use-As-Is and Repair, the justification must demonstrate why the Use-As-Is or Repaired condition will not impair the item's ability to perform its intended function and meet or exceed the functional requirements thereof.
 - Provide a best estimate for when the actions detailed will be completed (including any verification activities).

1.7 Describe the cause of the nonconformance (apparent cause is sufficient).

1.8 If the nonconforming item (or items) is located on LANL property, identify the location of the item. No UCNI or classified information may be entered on this form.

Section 2

Section 2 is completed by the Subcontract Technical Representative (STR) and the Quality Assurance Representative (QAR) when receiving the submitted form from the subcontractor.

- 2.1** The STR who receives the submittal from the subcontractor provides their (STR's) name, Z number, and the date they received the form from subcontractor. The "received" date is the date the email was received, not the date the email was first read.
- 2.2** The QAR reviews Section 1 of the form for completeness, accuracy of the description of the nonconformance and the violated requirement or deviation request, and appropriateness of suggested disposition. The QAR requests revision and resubmission by the subcontractor, if necessary. Once Section 1 has been determined satisfactory, the QAR inputs their name, Z number, LANL organization acronym, and signs and dates.

Section 3

Section 3 is completed by LANL personnel who are assigned to evaluate the technical acceptability of the proposed disposition. This person is referred to as the Disposition Evaluator and must meet the requirements from [P330-6](#) to be assigned as a Dispositioner for nonconformance reports.

- 3.1** Indicate the safety classification of the affected item(s).
- 3.2** If the nonconformance and/or its resolution will impact the work of other subcontractors, indicate "Yes," and list the names of those subcontractors. If no impacts are expected to the work of other subcontractors, indicate "No." Impacts to other subcontractors could include changes to schedule, changes to configuration of a System, Structure, or Component (SSC) that will require adjustment to work planning or steps, etc.
- 3.3** The Disposition Evaluator may use the proposed subcontractor disposition from section 1 or may reject the disposition and select a different disposition. If the Disposition Evaluator rejects a proposed disposition, they must select the disposition type that will be used. (See instructions for step 1.5 for definitions of disposition types.)
- 3.4** Provide the technical justification for the selected disposition in section 3.4. If the Disposition Evaluator approves use of the subcontractor proposed disposition, then they can be satisfied with the subcontractor's technical justification from section 1.5. However, it is recommended that some affirmation that the subcontractor's technical justification is sound and will result in meeting LANL's requirements be input in those situations. If the Disposition Evaluator rejects the subcontractor proposed disposition, then they must input a technical justification that supports their selected disposition. For Rework and Reject, this justification may be simple because the item will be either brought into conformance using approved processes or discarded and replaced. For Use-As-Is and Repair, the justification must demonstrate why the Use-As-Is or Repaired condition will not impair the item's ability to perform its intended function and meet or exceed the functional requirements thereof.
- 3.5** The Disposition Evaluator specifies actions designed to resolve the disposition and whether LANL or the supplier (subcontractor) will perform the actions. Comments should be provided where appropriate to clearly communicate what the actions are.

Once Sections 3.1–3.5 are completed, the Disposition Evaluator inputs their name, Z number, LANL organization acronym, signs and dates, and obtains the required reviews/approvals for the disposition:

- If the disposition requires Facility Design Authority Representative (FDAR) review and approval, indicate “Yes,” transmit to the appropriate FDAR, and obtain the FDAR’s name, Z number, LANL organization acronym, signature, and date of signature. If no FDAR review is required, indicate “No.”
- If additional approvals beyond Disposition Evaluator or FDAR are required for the disposition, indicate “Yes,” and transmit to the appropriate approving personnel. Obtain the person’s name, Z number, LANL organization acronym, signature, and date of signature. If no additional approvals are required, indicate “No.”

Section 4

The Disposition Evaluator completes Section 4 after obtaining approval of the LANL disposition in section 3.

4.1 For dispositions that require use of the Design Revision Notice (DRN) or Field Change Request (FCR) forms to process a design change, select “Yes,” prepare the appropriate form, and reference the form number. When use of a DRN or FCR is not required, select “No.”

4.2 If an Unreviewed Safety Question (USQ) or Unreviewed Safety Issue (USI) review is required for the disposition and any associated DRN(s) or FCR(s), select “Yes,” and submit this form with approved disposition and with the associated DRN(s) or FCR(s) to the reviewing organization. Once the review is completed and a USQ or USI number provided, reference the USQ or USI number.

4.3 If the nonconforming item(s) impact an operating LANL facility and the facility will be granted a conditional release either to continue operations of the facility or to continue work, an NCR must be entered into the LANL NCR tool to appropriately control the conditional release in the operating facility. See [P330-6](#) for more information. If an NCR is required to be entered into the LANL NCR Tool, indicate “Yes,” and input the LANL NCR number (provided by the NCR Tool) and the date the NCR was initiated in the LANL NCR Tool.

Once Section 4 has been completed, the form with approved disposition needs to be returned to the subcontractor as approval to complete any disposition activities. In cases where a nonconformance disposition is Use-As-Is or Reject or is rejected, the STR and QAR may complete the form through section 6 before returning the form to the subcontractor because no additional actions are required by the subcontractor.

Section 5

Section 5 is used only for NCR Repair and Rework disposition verification and is completed by the LANL personnel assigned to verify the completion of the disposition (the Verifier). These personnel may be Quality Control Inspectors, QARs, or other appropriate personnel with the necessary expertise to determine satisfactory completion of disposition activities (e.g., a weld inspector for welding activities).

5.1 Check the appropriate box based on whether disposition was Rework or Repair. Ensure that objective evidence that demonstrates successful re-inspection or re-test of the reworked or repaired item(s) is attached to the 2276. **DO NOT ATTACH UCNI OR CLASSIFIED INFORMATION.**

Once the Verifier has completed verification that the activities were satisfactorily completed and attached to/referenced in the required documents, the Verifier inputs their name, Z number, LANL organization acronym, signs and dates.

- If additional Verifiers are required such as by facility, requesting organization, or project requirements, indicate “Yes,” and obtain the necessary verifications. If the additional Verifier verifies that the activities are satisfactorily completed, the additional Verifier inputs their name, Z number, LANL organization acronym, and signs and dates.

Section 6

Section 6 is completed by the STR and QAR as a final review and to close the NCR.

The QAR reviews the completed form and any attached documentation for completeness and to ensure that applicable requirements have been met and any nonconforming conditions or outstanding actions have been satisfactorily resolved. Once this review is complete, the QAR inputs their name, Z number, LANL organization acronym, and signs and dates.

The STR then reviews the completed form and any attached/referenced documents for completeness and to ensure required actions have been taken, then inputs their name, Z number, LANL organization acronym, and signs and dates to indicate the NCR is closed.

Once the submittal is closed, the completed form will be transmitted to the subcontractor to inform them of closure and so they can include the form in any required records submittals.