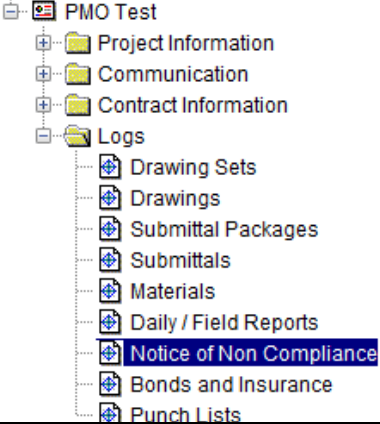
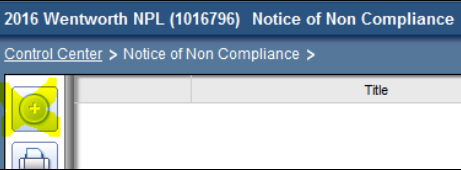
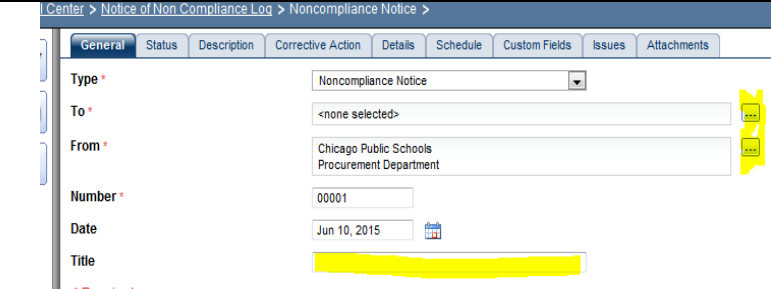
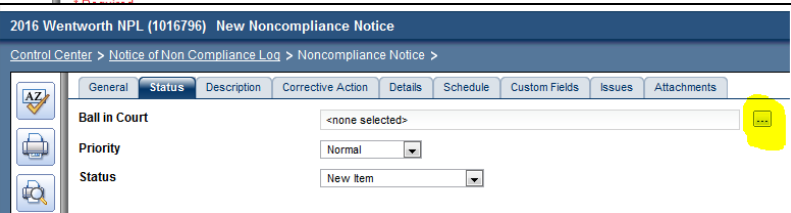
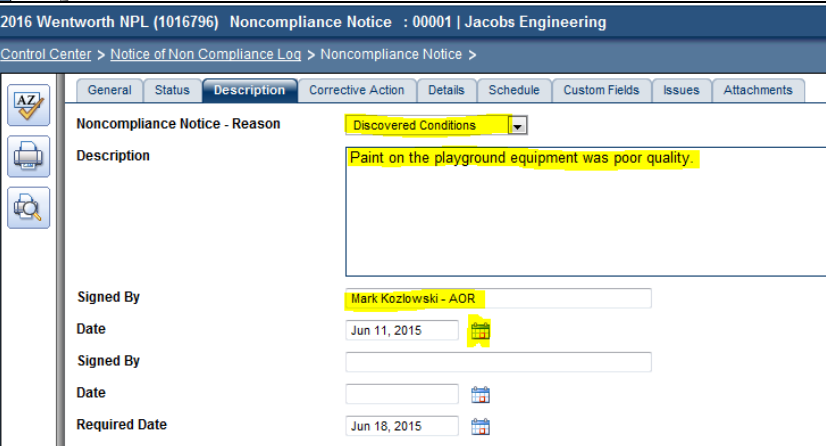
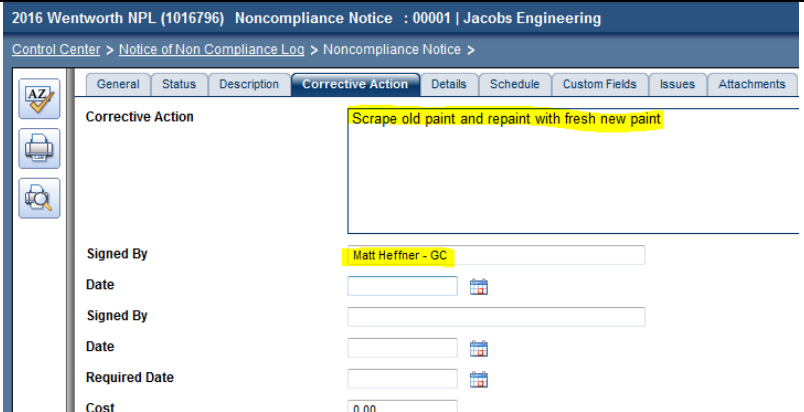


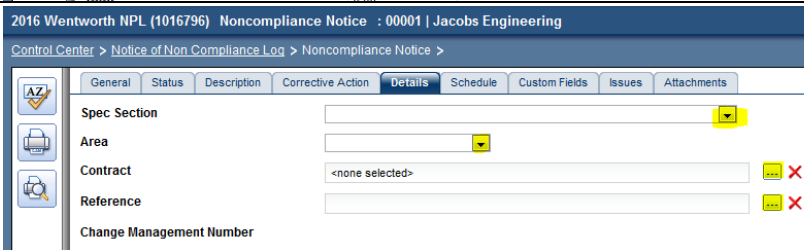
Notice of Non Compliance User Manual

<p>1) In order to create an NNC document, the AOR (Architect of Record) should browse to the Logs folder and click on Notice of Non Compliance</p>	
<p>2) Click on Add Document</p>	
<p>3) TO: Select the GC. 4) FROM: Select yourself (AOR) 5) Date defaults to present date 6) Input a Title Example: "Peeling Paint"</p>	
<p>7) Browse to the "Status" tab and input the Ball in Court selection, which should be the GC.</p>	
<p>8) Browse to the "Description" tab, click on the dropdown and select the appropriate Reason Code. 9) Browse to the Description and type in the description for the notice. 10) Type in your name and input the date. The Required Date auto populates 1 week from the date the NNC was created.</p>	

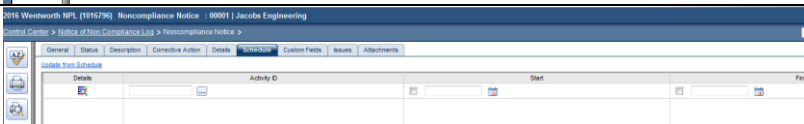
11) Browse to the “Corrective Action” tab and input the appropriate action. Type in the GC’s name and leave the date for them to fill in when the action has been completed.



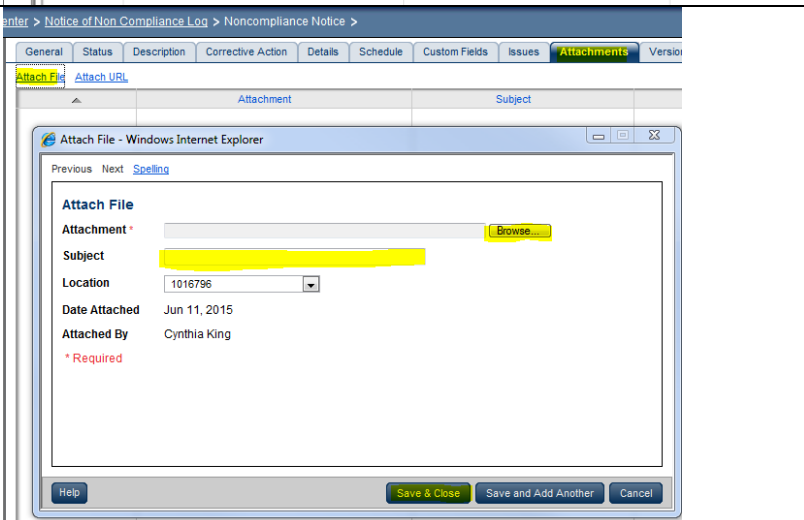
12) Browse to the Details tab
13) Select Spec Section (if applicable)
14) Select the GC contract and any Reference document that is applicable



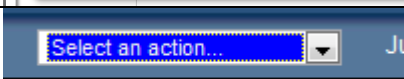
15) Browse to the Schedule tab and if applicable fill in the activity affected and the dates.



16) Select the Attachment tab and click on Attach File
17) Browse to select your document.
18) Within the Subject line, input a brief description of the attachment.
19) Save & Close



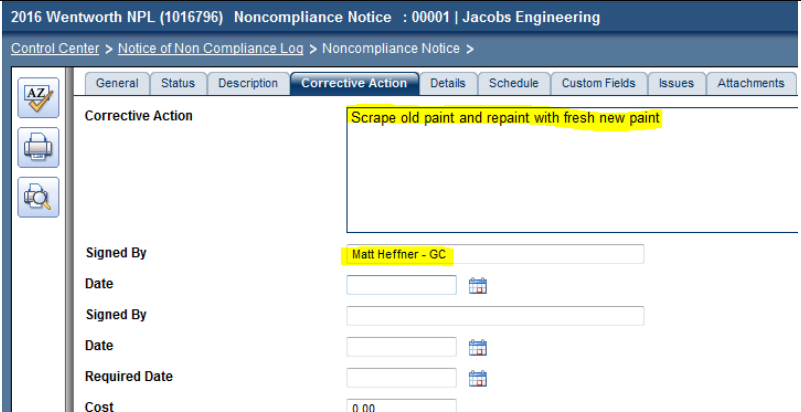
20) Click on the “Select an Action” dropdown and select “Email Form”



- 21) Click in the To* box as shown and select the GC and yourself for your records and SAVE. Input your remarks and if there are attachments you can choose to select them or not.
- 22) Click OK and the email will be sent.



- 23) The GC will receive their NNC notification, take action and respond within CM by clicking on the date below his/her name that the work has been completed. Any notes can be added within the Corrective Action box.
- 24) Within the Status tab, change the BIC to the AOR
- 25) Click Save and Select an Action to Email Form it back to the AOR and yourself.



- 26) The AOR receives the notification and verifies the work has been completed.
- 27) The AOR goes back into the NNC and clicks on the Description tab and inputs his name and date. SAVE

2016 Wentworth NPL (1016796) Noncompliance Notice : 00001 | URS

Control Center > Notice of Non Compliance Log > Noncompliance Notice >

General Status **Description** Corrective Action Details Schedule Custom Fields Issues Attachments

Noncompliance Notice - Reason Discovered Conditions

Description Paint on the playground equipment was poor quality/chipping.

Signed By Mark Kozlowski

Date Jun 22, 2015

Signed By Mark Kozlowski

Date Jun 25, 2015

Required Date Jun 29, 2015

- 28) The AOR browses to the Status tab and clicks on the Status dropdown to select "Closed".
- 29) The NNC is complete. Select an Action and Email Form back to the GC and yourself for recordkeeping.

Control Center > Notice of Non Compliance Log > Noncompliance Notice >

General **Status** Description Corrective Action Details Schedule Custom Fields Issues Attachments

Ball in Court URS
Mark S Kozlowski

Priority Normal

Status **Closed**

6-29-15