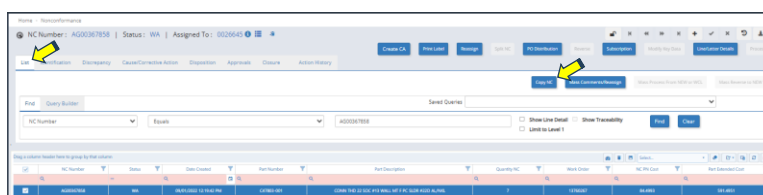
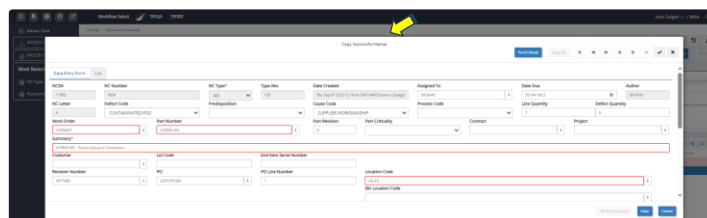
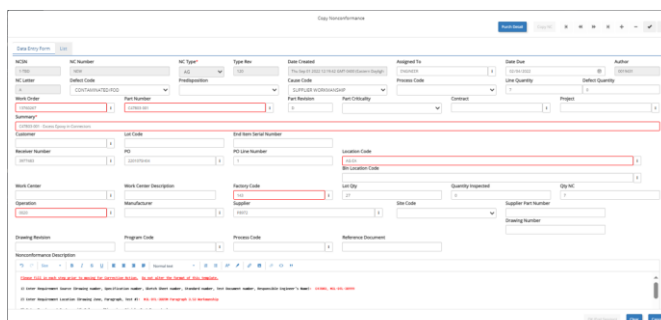






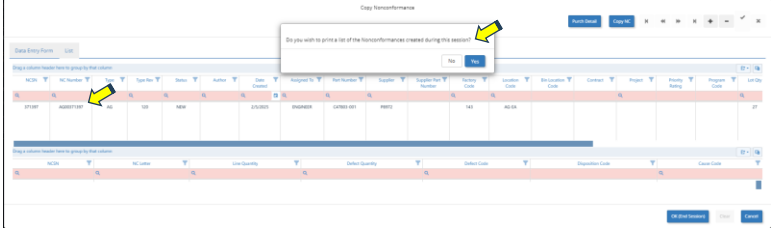


STANDARD WORK – PROCESS INSTRUCTION SHEET

| TITLE | Using the Copy Nonconformance Function | DEPARTMENT | Quality |
|---------------------------|--|--|-----------|
| PROCESS | Copying Nonconformance records | TEAM COMPOSITION | |
| DATE | 20250212 | Barbera, Kevin / Benedict, Dudley / Buchwald, Wade / Daigler, John / Feder, Darren / Howell, Mathew / Lobaugh, Timothy | |
| REV | 1.0 | | |
| AUTHOR | J. Daigler | | |
| BASIC PROCESS DESCRIPTION | <p>TIPQA provides the ability for the user of the TIPQA software (with the appropriate security rights) to copy a pre-existing nonconformance and identify it with a new nonconformance record number. This is done by use of the Copy NC button functionality. This functionality will only copy information found in the <i>Identification</i> and <i>Discrepancy</i> tabs. The new Nonconformance (NC) created will be the same NC type as the parent NC.</p> <p>If you have any questions about applicability or encounter problems understanding or technical difficulty, contact your TIPQA Module Leader for assistance.</p> | | |
| STEP # | STEP DESCRIPTION | IMAGE / INSTRUCTIONS | FUNCTION |
| 1 | Query the record to be copied | <p>Query the nonconformance record you want to copy in the LIST tab. Press the Copy NC button.</p>  <p>You will be redirected to the Copy Nonconformance data entry screen.</p>  | NC Author |
| 2 | Update information |  | NC Author |

DISCLAIMER: Printed copies are for reference only.

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TIPQA - Using the Copy Nonconformance Function SWI

| | | | |
|---|---------------------|--|-----------|
| 3 | Copy NC | <p>Press the Copy NC  button, then the Save  button, then the OK (End Session)  button.</p>  | NC Author |
| 4 | New NC is created | <p>Your new NC number will be displayed, along with a message asking you if you want to print a list of new NC's you just created. Press the Yes or No button as applicable.</p>  | NC Author |
| 5 | Creating multiples | <p>If you wish to create multiple copies of the same record, press the Copy NC  button instead of the OK (End Session) button. The last copy you create should end with you pressing the OK (End Session) button.</p>  | NC Author |
| 6 | Update new NC data. | <p>Go back to your new NC(s) that were created and update any additional information that is related to your new rejection record(s). The Copy NC functionality will only copy information found in the <i>Identification</i> and <i>Discrepancy</i> tabs. Content for the <i>Cause/Corrective</i>, <i>Disposition</i> and <i>Approvals</i> tabs will need to be added as required.</p> | NC Author |
| | COMPLETE | | |

Revision History

| Revision Number | Date of Change | Description of Change |
|-----------------|----------------|--|
| Original | 20160510 | Initial Release |
| 1.0 | 20250212 | Initial release in SWI Repository. Screen prints updated to reflect latest web version software configuration. |