PART 1 – GENERAL

1.1 SUMMARY

    A.   This Section covers the use of a Non-Conformance Report (NCR) to document Contractor deviations, deficiencies, and other non-conformance items noted by the Owner's personnel on the Project.

1.2 DOCUMENTATION

    A.   All notifications, documentation, and transmittals between the Contractor and the Owner's personnel for the NCR process shall utilize the Skire Unifier software application, unless an alternate form of transmission is directed by the Owner for the Project.

    B.   If an alternate form of transmission is directed for the Project, all notifications, documentation, and transmittals shall utilize that form of transmission.

PART 2 - PRODUCTS

    Not Used.

PART 3 - EXECUTION

3.1 INSPECTION

    A.   The OAR, Inspector, and other Owner's personnel will review, observe, and inspect the Work of the Project throughout construction.

    B.   When a deviation or non-conformance is observed or noted, the non-conformance will be documented by preparing an NCR identifying the non-conformance along with all pertinent information such as location, description, time/date identified, and the reference Specification Section.

    C.   The OAR will notify the Contractor of the NCR.

3.2 CORRECTIVE ACTION

    A.   The Contractor shall review the NCR and determine what type of Corrective Action is proposed to eliminate the deviation or non-conformance to the Contract Documents.

    B.   The Contractor shall notify the OAR of the proposed Corrective Action to resolve the deviation or non-conformance along with all supporting documentation for review and approval.

    C.   The OAR will review the Corrective Action proposed by the Contractor and may forward the Contractor's response to the Architect/Engineer and other Owner personnel for input and response.

    D.   If required, the OAR will incorporate the input from the Architect/Engineer and other Owner's personnel and will forward the response to the Contractor of approval or rejection of the Contractor's proposed Corrective Action.

    E.   If the proposed Corrective Action is rejected, the Contractor shall formulate a revised Corrective Action and return the NCR to the OAR identifying the revised Corrective Action and all supporting documentation for review and approval.

    F.   If the proposed Corrective Action is approved, the Contractor shall diligently move forward in incorporating the Corrective Action into the Work and notify the OAR when

the Corrective Action is complete, and the Work area is ready for follow-up observation, testing, or inspection.

3.3   REINSPECTION

A.   Upon notification by the Contractor that the Work is ready for a follow-up observation, testing, or inspection, the OAR will schedule the follow-up services to verify the completeness of the Corrective Action and confirmation that the condition is in conformance with the Contract Documents.

B.   After the follow-up observation, testing, or inspection is reported to the OAR, the OAR will close the NCR if the Corrective Action as implemented by the Contractor is approved or notify the Contractor that the end result of the Corrective Action is not in accordance with the Contract Documents.

C.   If the Contractor is notified the end result of the Corrective Action is not in accordance with the Contract Documents, the Contractor shall diligently pursue resolution of the NCR through coordination with the OAR to determine the cause(s) of non-approval and to repair or reconstruct the Work to remove the non-conformance.

D.   Upon completion of the revised Corrective Action, the Contractor shall notify the OAR when another follow-up observation, test, or inspection can be performed.

3.4   CLOSURE

A.   When the OAR is informed by the Inspector or other Owner's personnel that the revised Corrective Action is complete and that the end result of the Corrective Action has removed the deviation or non-conformance, the OAR will close the NCR.

B.   The OAR will sign and date the NCR and notify the Contractor that the NCR has been closed.

PART 4 – MEASUREMENT AND PAYMENT

Not Used.

- END OF SECTION -