Washington State Department of Transportation

Unifier

Nonconformance Report

User Guide

(for Contractors)
November 2024

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## Overview

The **Nonconformance Report** business process allows for Contractors (Partner Users) to submit notification to WSDOT of nonconforming Work that cannot be immediately brought back into compliance in accordance with 1-05.7.

Workflow

The **Nonconformance Report** workflow is flexible and allows for review by the project office and a number of different groups, including SME and Construction personnel at both the Region and HQ level.
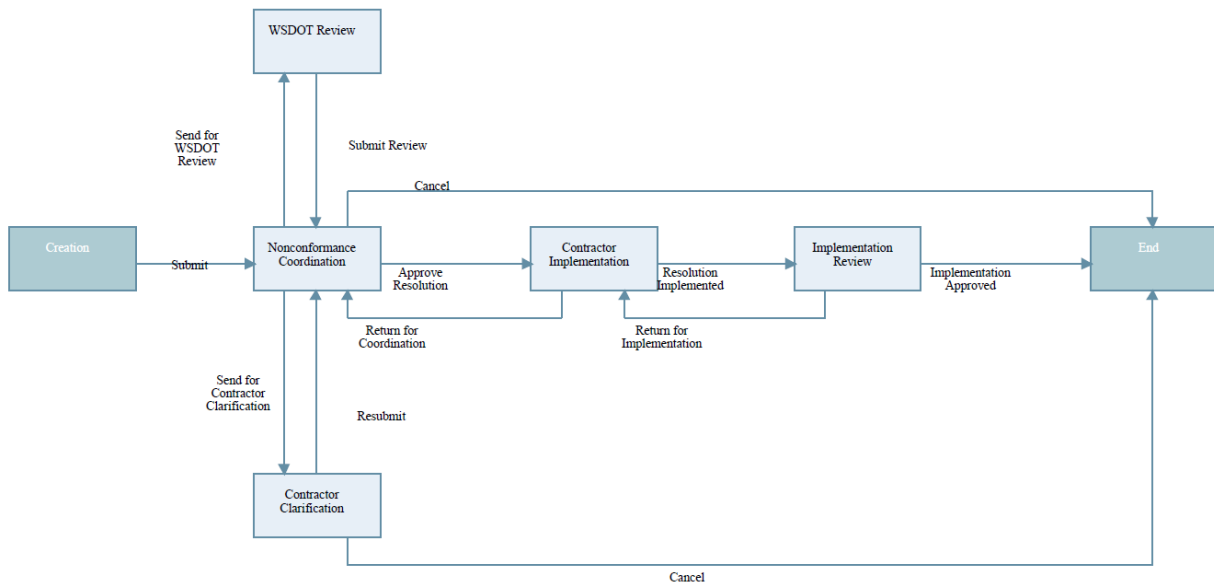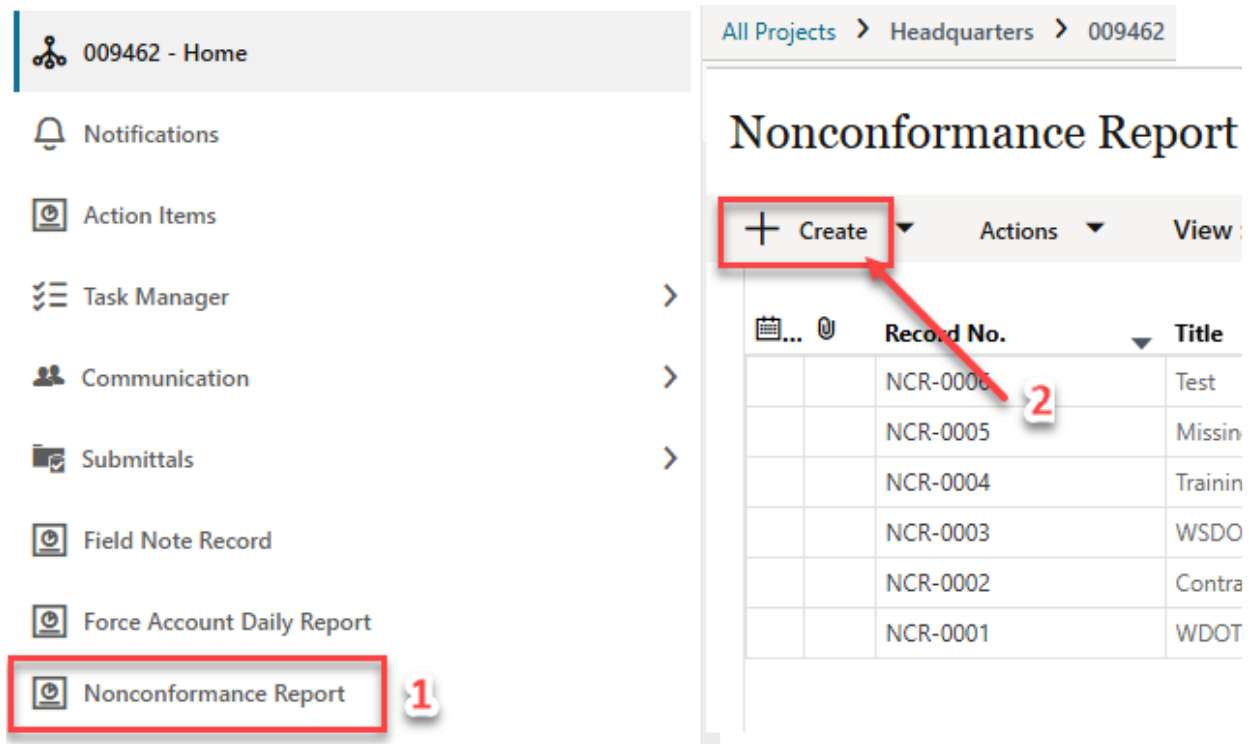
Creation

Roles: Prime Contractor

Nonconformance Reports may be initiated by anyone in the **Prime Contractor** role.

Users may initiate a **Nonconformance Report** by going to the **Nonconformance Report** business process (1), and then clicking the **Create** (2) button.

Nonconformance Reports are required to have a **Date Opened**, **Title, Contractor, Contractor Representative** and **Nonconformance Category** associated with this nonconformance report.

Activity ID is not a required field. It can be used to relate this Nonconformance Report to an activity on a contractor's schedule if desired.

Tip: Use the **Selector Tool** (1) to select the appropriate Contractor.

Create New Nonconformance Report

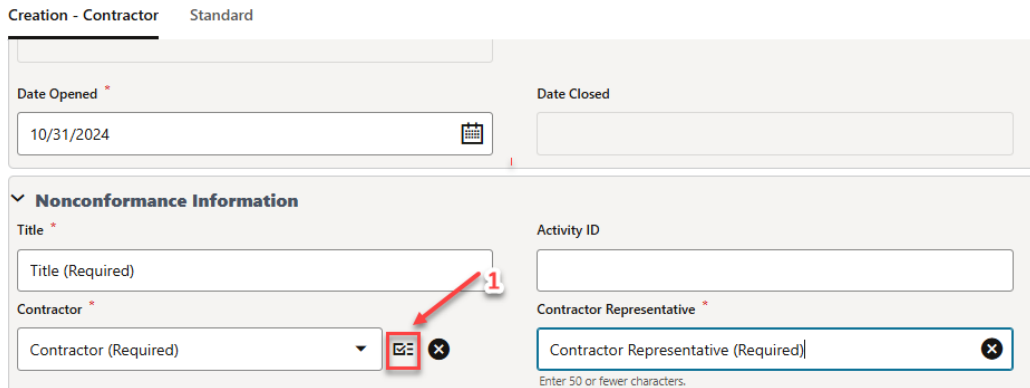Creation - Contractor   Standard

Date Opened *		Date Closed
10/31/2024	📅	

▼ **Nonconformance Information**

Title *	Activity ID
Title (Required)	

Contractor *	Contractor Representative *
Contractor (Required) ▼ ☑≡ ✕	Contractor Representative (Required)| ✕
	Enter 50 or fewer characters.

The creator must specify the **Nonconformance Category** by selecting one of the following from the drop-down menu: **Materials, Plans, Specifications, Other**. If the **Nonconformance Category** of **Other** is selected, the **Other Category** field becomes a Required field intended for further Description the Other Nonconformance Category selection.

The creator may specify the **Bid Item** and if applicable the **Material Item Number** that the nonconformance report is relevant to by either typing in the **Bid Item/ Material Item Number** and selecting from the results, or by using the **Selector Tool** to select the **Bid Item/ Material Item Number**. The creator may also add additional **Reference** information and may designate the relevant **Specification Section**, if desired.

Tip: Use the **Selector Tool** to select the appropriate **Bid Item**, **Material Item Number**, or **Specification Section**.

Nonconformance Category *	Other Category
Select ▼	
Required	
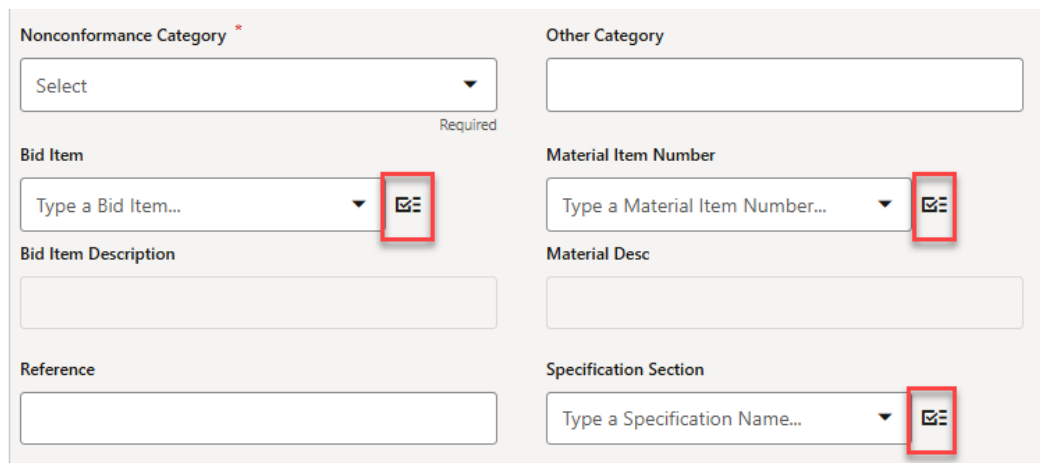
Bid Item	Material Item Number
Type a Bid Item... ▼ ☑≡	Type a Material Item Number... ▼ ☑≡

Bid Item Description	Material Desc
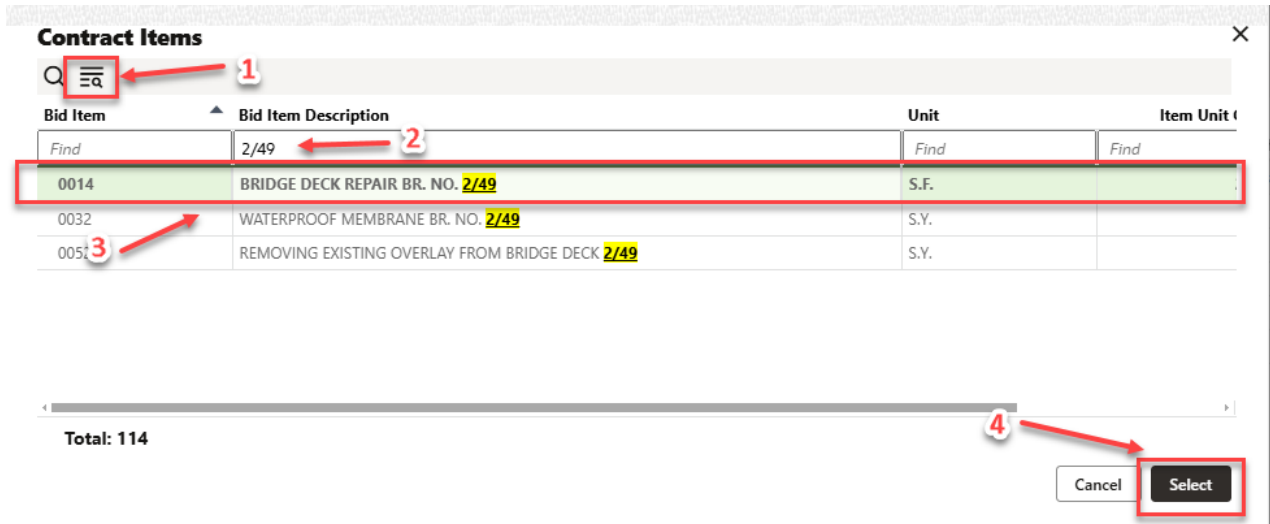
Reference	Specification Section
	Type a Specification Name... ▼ ☑≡

Tip: When using the Selector Tool, use the **Find on Page** tool (1), to locate the appropriate **Bid Item** (Contract Item) to add (2) and can then select it by left-clicking (3). The highlighted **Bid Item** can be added to the nonconformance report by using the **Select** button (4).
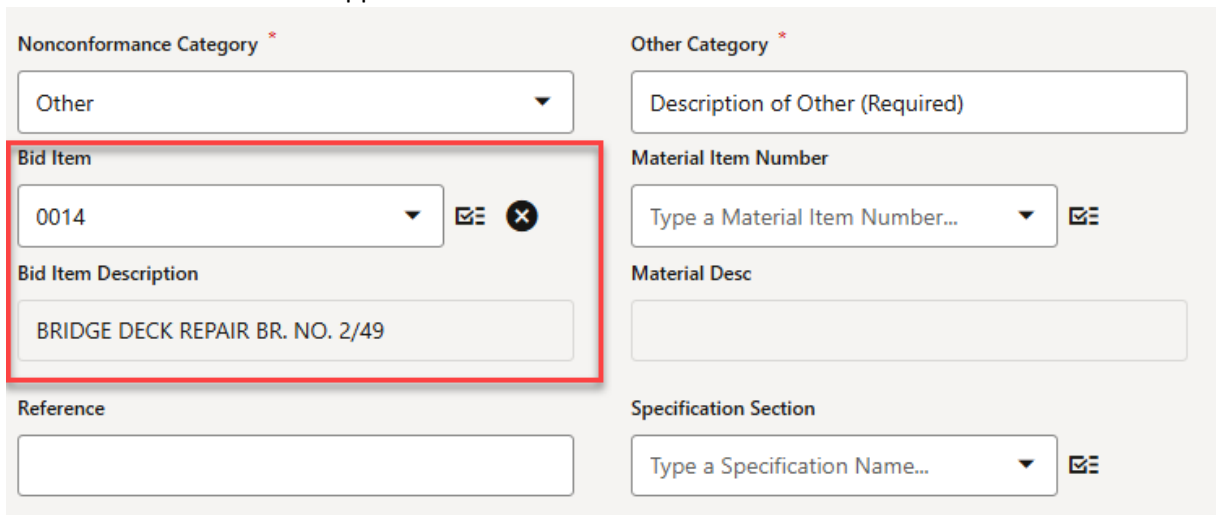

The selected **Bid Item** now appears on the main form.

The creator must provide a **Description** of the nonconformance.

Tip: The Description field can be expanded by clicking on the lower right corner and dragging your mouse downward (1)

The creator must specify the **Resolution Type** by selecting one of the following options from the drop-down menu: **Rework to Contract Requirements, Remove and Replace, Repair to an Acceptable Standard, Other.**

The creator must provide the resolution detail in the **Contractor Proposed Resolution** field. When appropriate, complete the **Repair Procedure Attached** (Yes/ No) and **PE Stamp/ Signature Required** (Yes/ No) fields.

Documents may be added using the **Attachments** tool (paper clip icon) (1) at the top of the right menu, then selecting **Browse** (2). Files may be attached to the nonconformance report by either clicking on the **Drag and Drop** field to open the user's file browser, or by dragging and dropping the file into the **Drag and Drop** field (3).
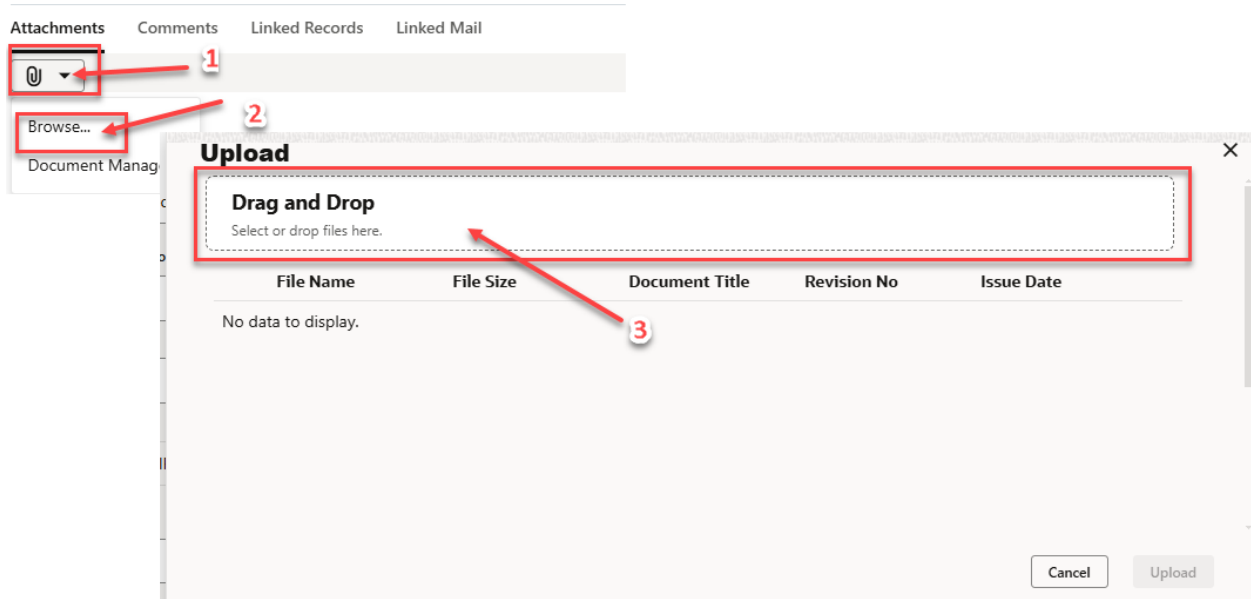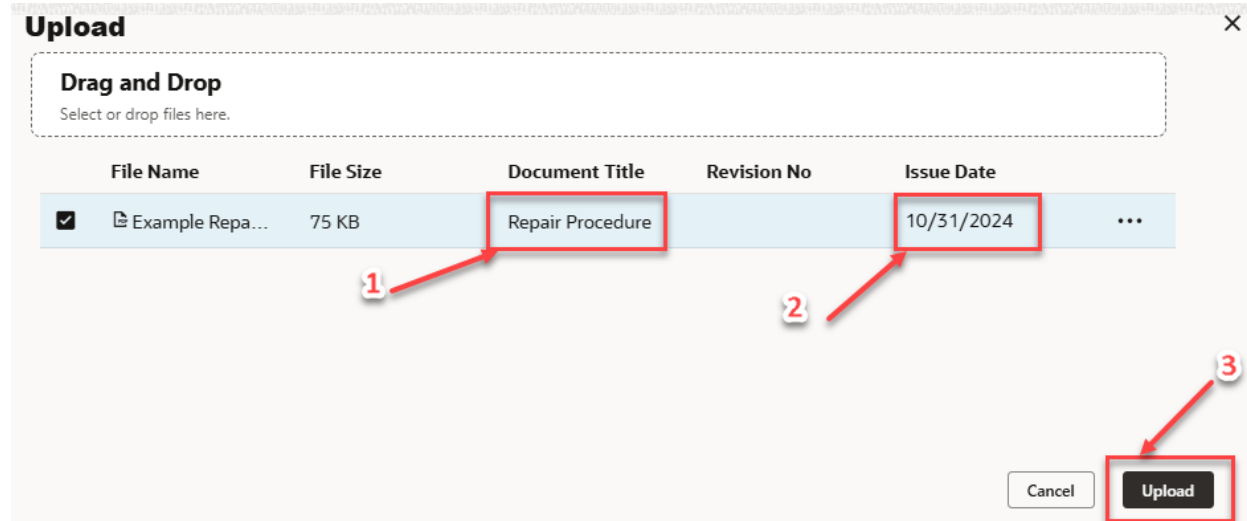

Tip: If the right menu is hidden Select the 3 dots (1) to expand or hide the menu.
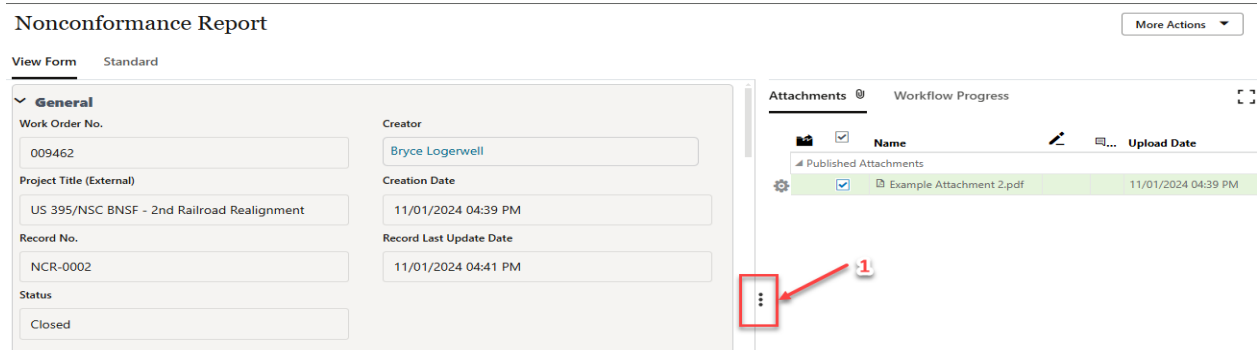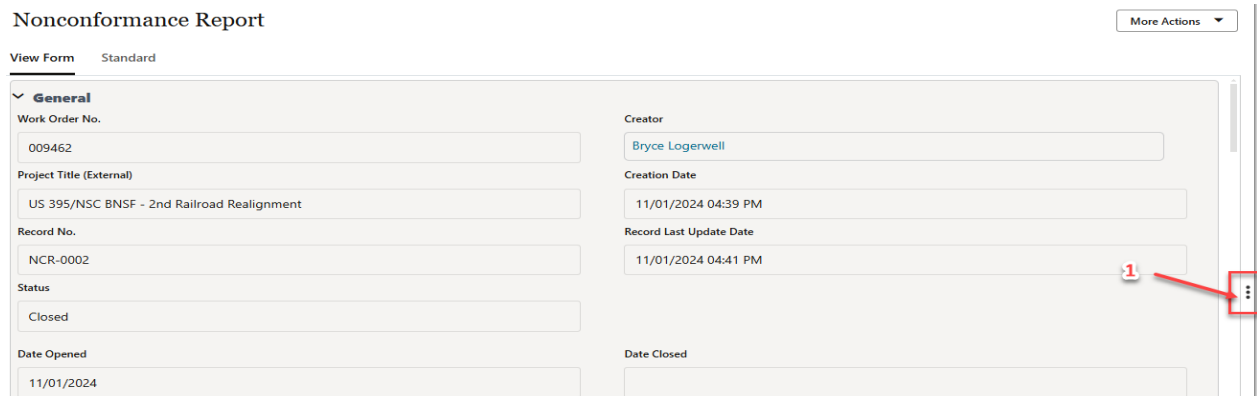
Files may be given a more descriptive **Title** (1) and may be assigned an **Issue Date** (2), if desired. The file is uploaded to the nonconformance report using the **Upload** button (3). It is recommended that these fields are filled out to assist with organization, particularly for records that contain a large number of attachments.
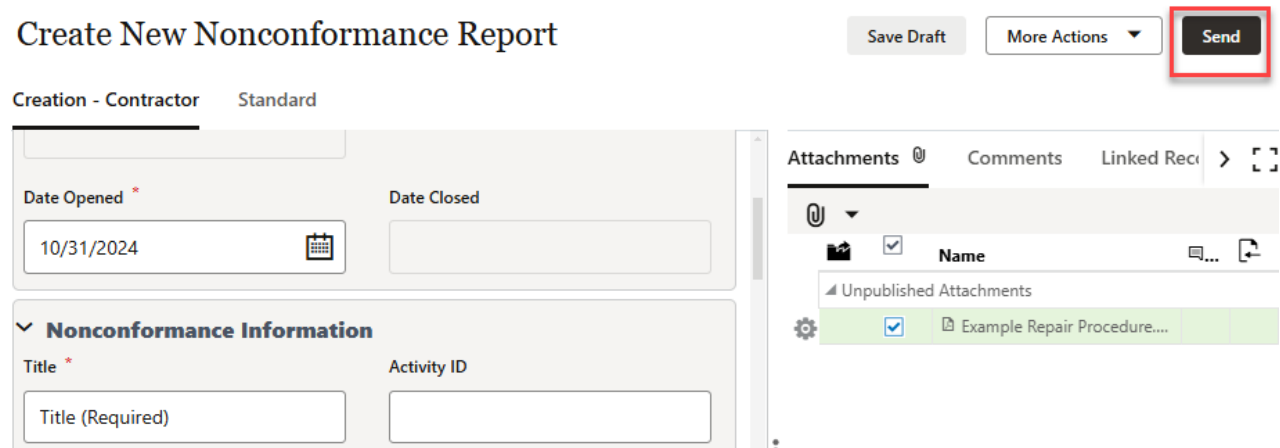
Once the record is ready to be submitted, click the **Send** button. The creator may alternatively click the **Save Draft** button to save a draft of the record to return to at a later time, if needed.
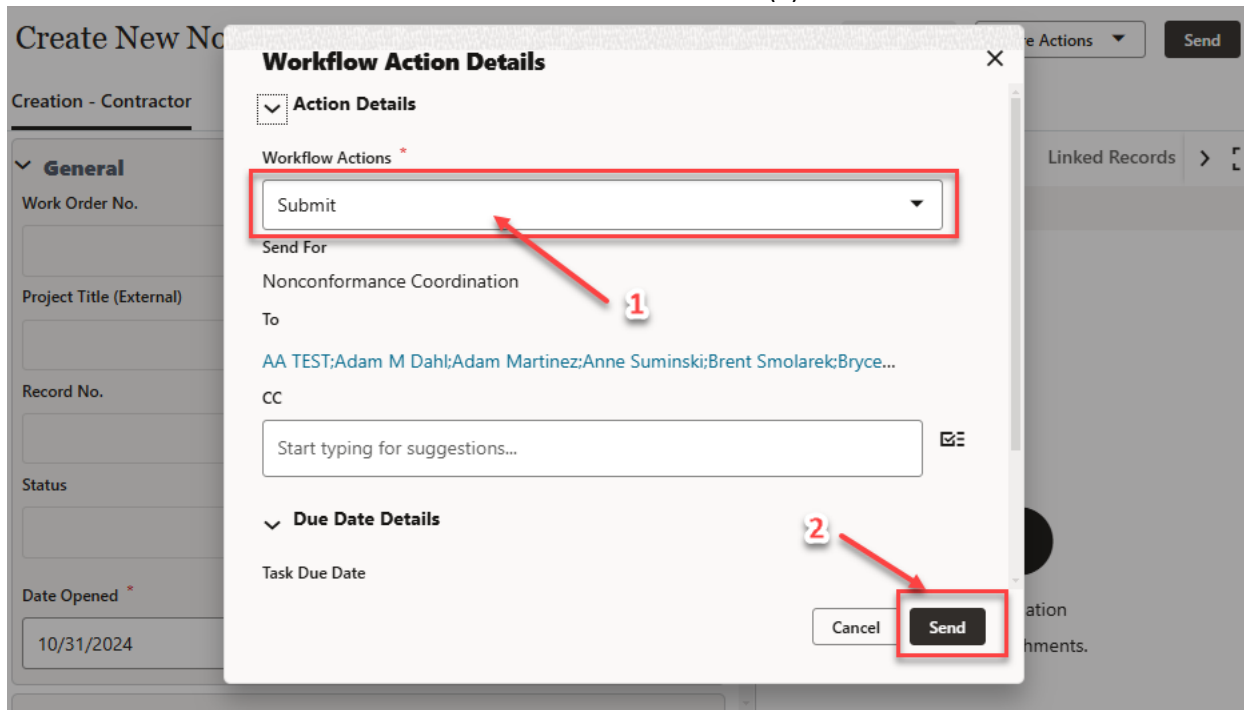
The **Workflow Action** field is automatically set to *Submit* (1). This will send the record to the designated **Nonconformance Coordinator** to review. Click the **Send** button (2) to submit the record.
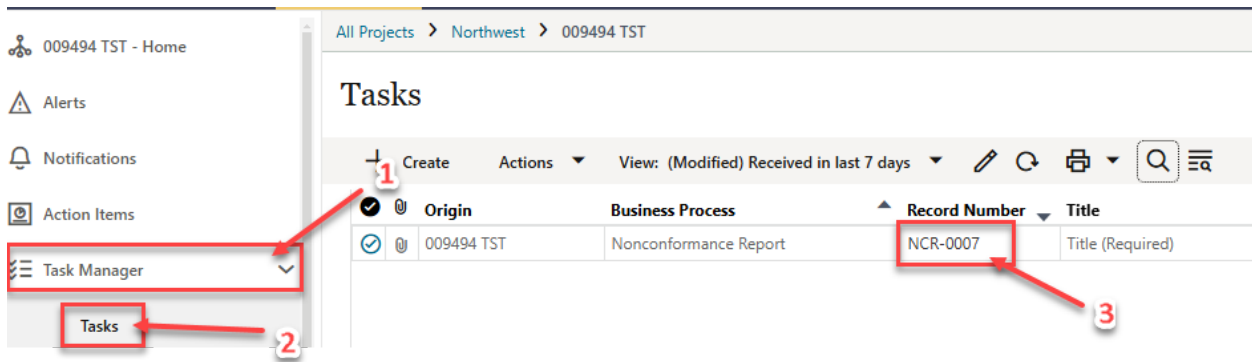
Contractor Clarification
Roles: Prime Contractor

Nonconformance Reports may be accepted at the **Contractor Clarification** step by anyone in the **Prime Contractor** role.

Within the project shell, click on the **Task Manager** to expand the category (1), and then click on **Tasks** (2) to view your assigned **Tasks**. Open the record by clicking on the **Record Number** (3).

Click the **Accept** button to accept the record. This will lock the record to you for processing until you either un-accept the record or move it along in the workflow.

Use the **Scroll Bar** (1) to view additional parts of the **Nonconformance Report**. Comments from WSDOT will appear in the **WSDOT Resolution Comments** box (2).

Comments from the Contractor to WSDOT go in the **Contractor Resolution Comments** box (1). You may also upload additional files, if needed, using the **Attachments** tool (paper clip icon) (2).

Once the **Nonconformance Report** has been appropriately clarified, click **Send** to initiate the resubmittal process.
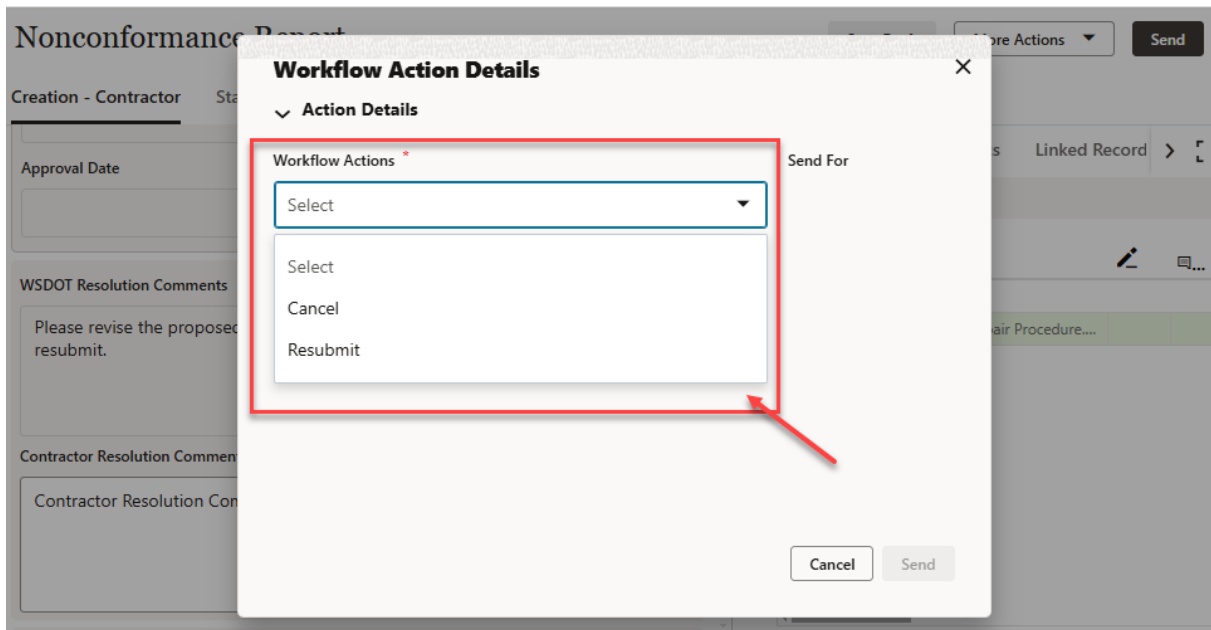
You have the option to either **Resubmit** or **Cancel** the **Nonconformance Report**.

- **Resubmit** will send the **Nonconformance Report** back to WSDOT for additional review.
- **Cancel** will allow you to simply cancel the **Nonconformance Report**. The **Nonconformance Report** will be left in the system for reference purposes but will be designated as "Cancelled" and locked for further editing.

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Select the appropriate **Workflow Action** (1), and then click **Send** (2).
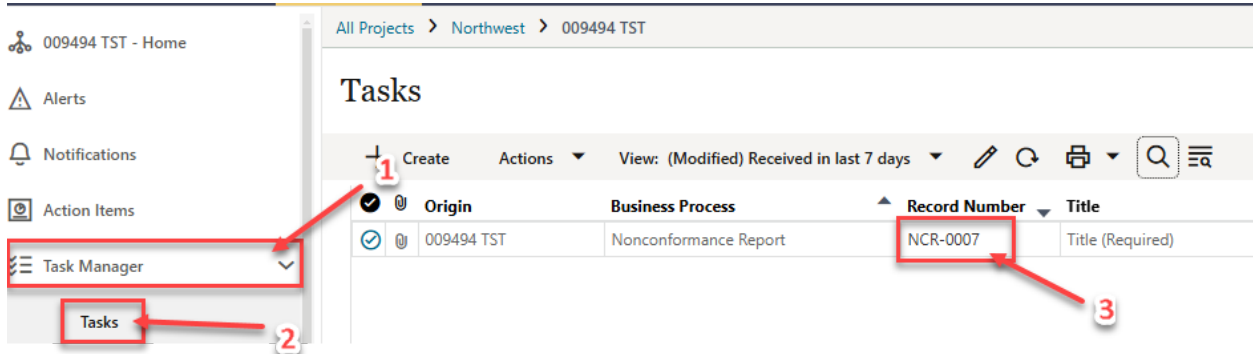
Contractor Implementation

Within the project shell, click on the **Task Manager** to expand the category (1), and then click on **Tasks** (2) to view your assigned **Tasks**. Open the record by clicking on the **Record Number** (3).
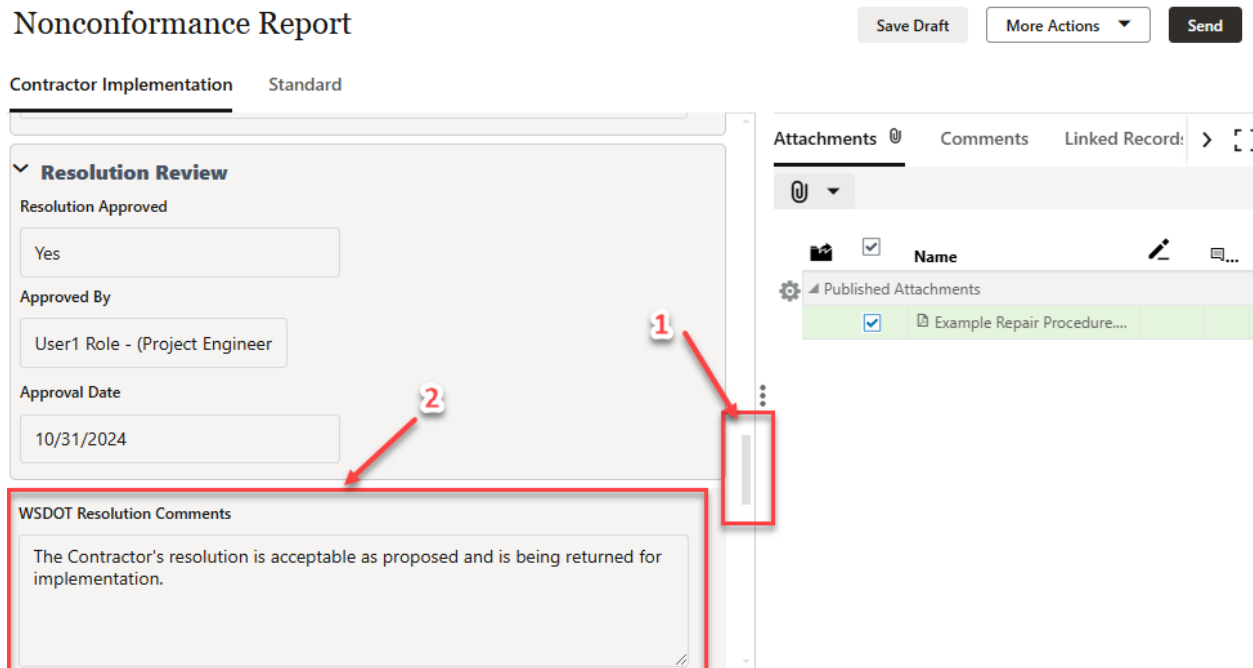

Use the **Scroll Bar** (1) to view additional parts of the **Nonconformance Report**. Comments from WSDOT will appear in the **WSDOT Resolution Comments** box (2).
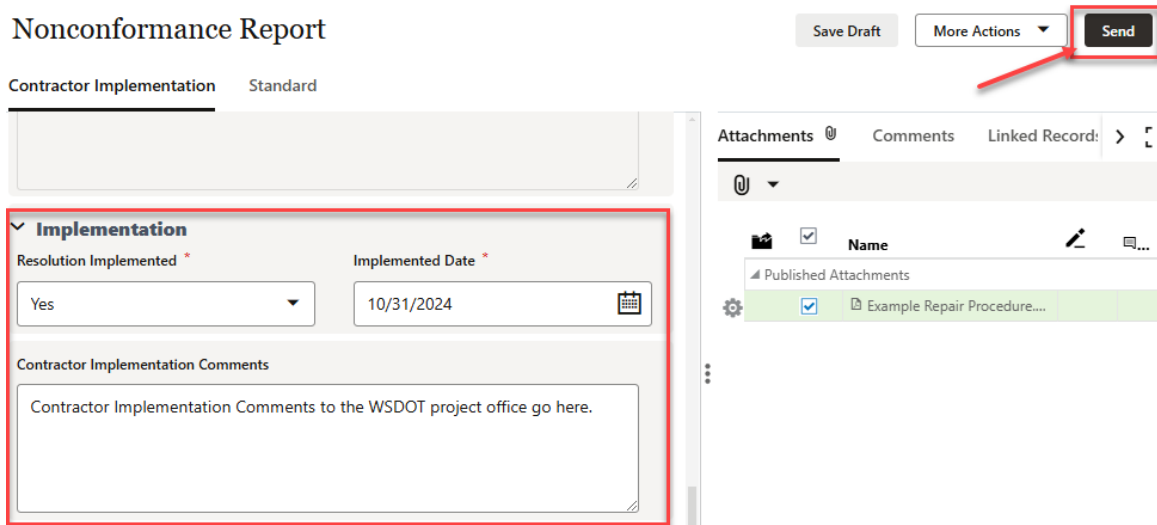
Once the Contractor's Proposed Resolution has been implemented, complete the Implementation section including **Required** fields, **Resolution Implemented** and **Implemented Date**. Add applicable Contractor Implementation Comments, then click **Send** to notify WSDOT that the resolution has been implemented.
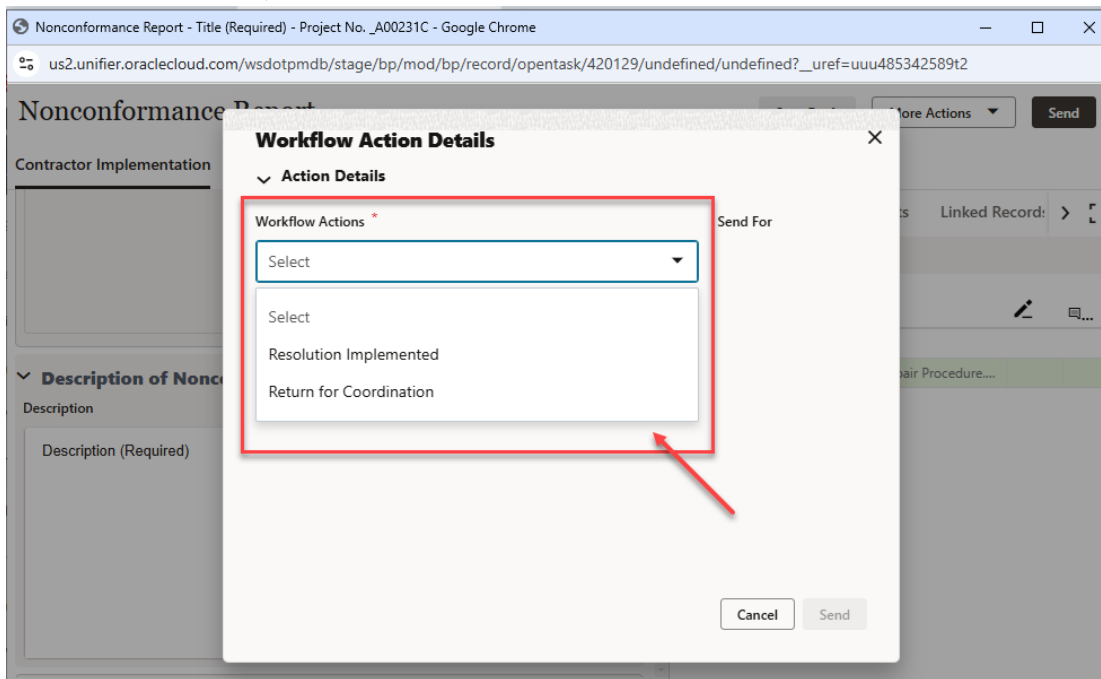

You have the option to return to WSDOT for either **Resolution Implemented** or **Return for Coordination** if additional information is needed from WSDOT.
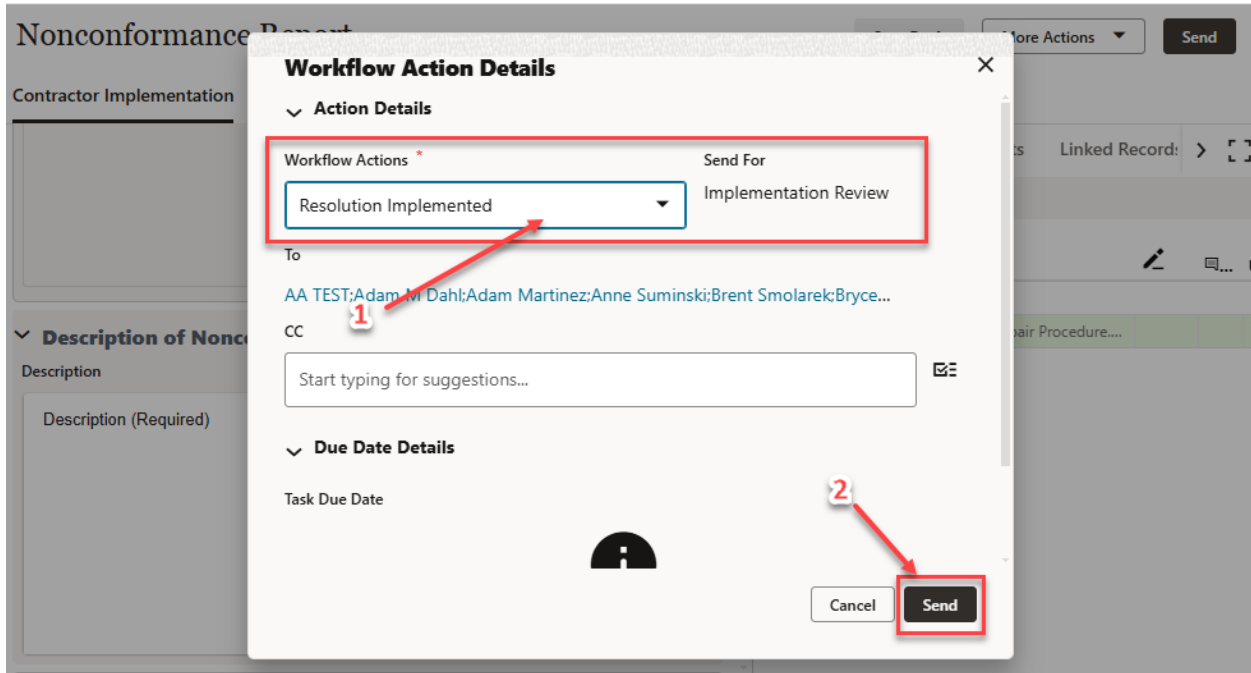
- **Resolution Implemented** will send the **Nonconformance Report** back to WSDOT as notification that the resolution has been implemented.
- **Return for Coordination** will send the **Nonconformance Report** back to WSDOT for additional review or clarification, if needed.

Select the appropriate **Workflow Action** (1), and then click **Send** (2).

Closed (End)

Once WSDOT has approved the implementation, the record will reach the status of **Closed**, which is the final step and indicates that the record has reached the **End** step of the nonconformance report workflow. The record will no longer be able to be edited in any way and will remain in the system for reference.

Records at the **End** step will be located in the **Log View** and are indicated by their status being set to **Closed**, **Cancelled**, or **Terminated**.

Implementation Review information can be **viewed** by opening the record and scrolling down to the Implementation Review section of the nonconformance report.

Custom Print

The **Custom Print** template is designed to be an easily readable summary of the information from the **Nonconformance Report**.

It may be printed by clicking on the **Gear** icon (1), and then the **Print – Custom** option (2).
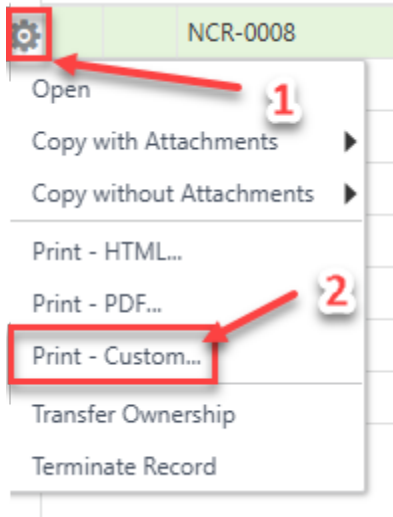
Click **Print** on the **Print** dialog box.
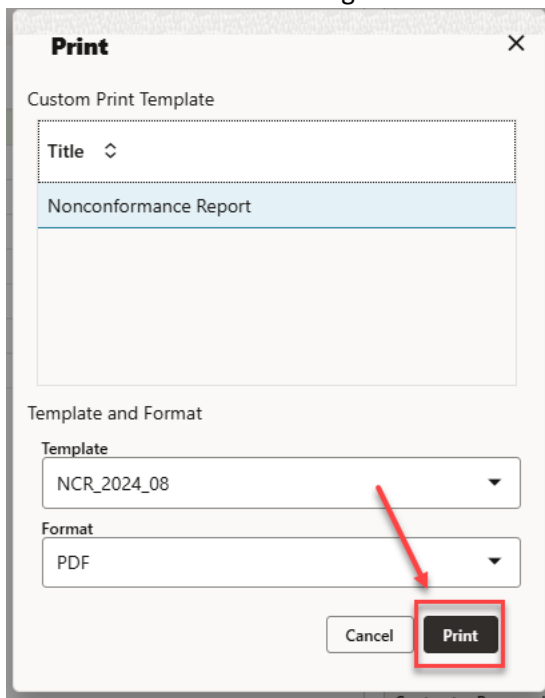
Sample of a completed **Nonconformance Report** using the Custom Print template.

Washington State Department of Transportation
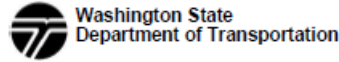
Nonconformance Report

Nonconformance Documentation

Contract Number	Contract Title		Record Number
009462	US 395/NSC BNSF - 2nd Railroad Realignment		NCR-0003
Contractor		Contractor Representative	
		Foreman for subcontractor	
Nonconformance Category	Other Category	Activity ID	Reference
Other	Test		Test
Bid Item	Material Item		Specification Section
0005 - REMOVING DRAINAGE STRUCTURE	031.06 - GRAVEL BACKFILL FOR DRYWELLS		SS-1-01-Definitions and Terms

Description of Nonconformance Incident

Test

WSDOT Action Taken

Proposed Resolution

Resolution Type	Repair Procedure Attached	PE Stamp/Signature Required
Other	Y	Y
Proposed Resolution		
Test		

Resolution Review

Resolution Approved?	Approved By	Approval Date
Yes	Bryce Logerwell	11/1/2024
WSDOT Resolution Comments		
Test		
Contractor Resolution Comments		
Test		

Implementation

| Resolution Implemented?	Implemented Date
Yes	11/1/2024
Contractor Implementation Comments	
Test	

Implementation Review

Reviewed By	Review Date
Bryce Logerwell	11/1/2024
WSDOT Implementation Review Comments	
Test	

Attachments