



**Washington State  
Department of Transportation**

# **Unifier Nonconformance Report**

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## **User Guide**

**(for Contractors)**

**November 2024**



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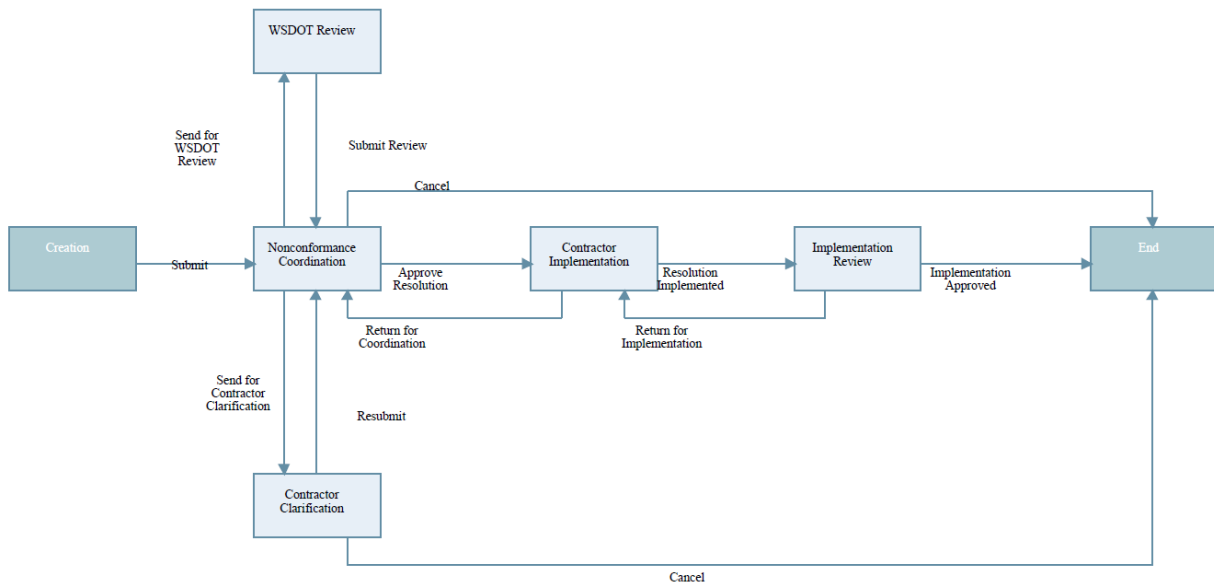
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## Overview

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.

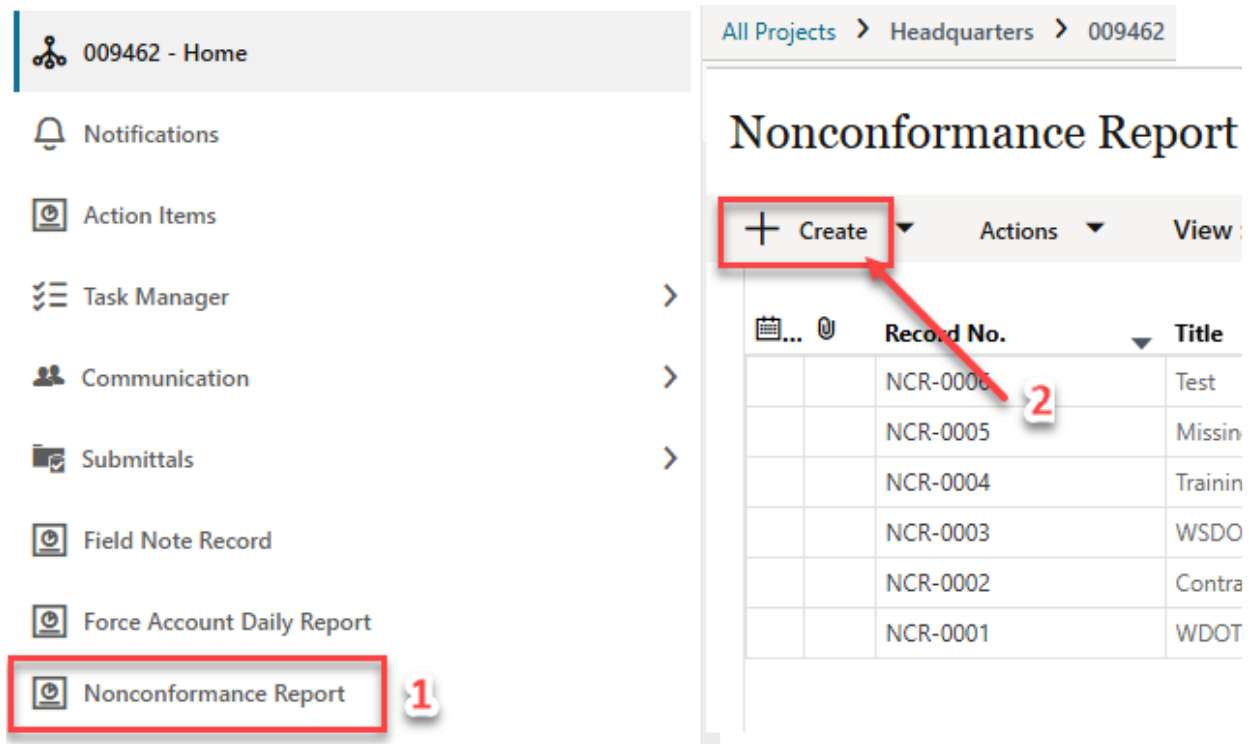


## Creation

**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.



The screenshot shows the software interface for the Washington State Department of Transportation. On the left is a navigation menu with the following items: 009462 - Home, Notifications, Action Items, Task Manager, Communication, Submittals, Field Note Record, Force Account Daily Report, and Nonconformance Report. The 'Nonconformance Report' item is highlighted with a red box and a red '1' next to it. On the right, the 'Nonconformance Report' page is displayed. At the top right of this page, there is a breadcrumb trail: 'All Projects > Headquarters > 009462'. Below the breadcrumb is the title 'Nonconformance Report'. Underneath the title is a toolbar with three buttons: '+ Create', 'Actions', and 'View'. The '+ Create' button is highlighted with a red box and a red arrow points to it with a red '2' next to it. Below the toolbar is a table with the following columns: 'Record No.' and 'Title'. The table contains the following data:

Record No.	Title
NCR-0006	Test
NCR-0005	Missin
NCR-0004	Trainin
NCR-0003	WSDO
NCR-0002	Contra
NCR-0001	WDOT

**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 \*  
10/31/2024

Date Closed

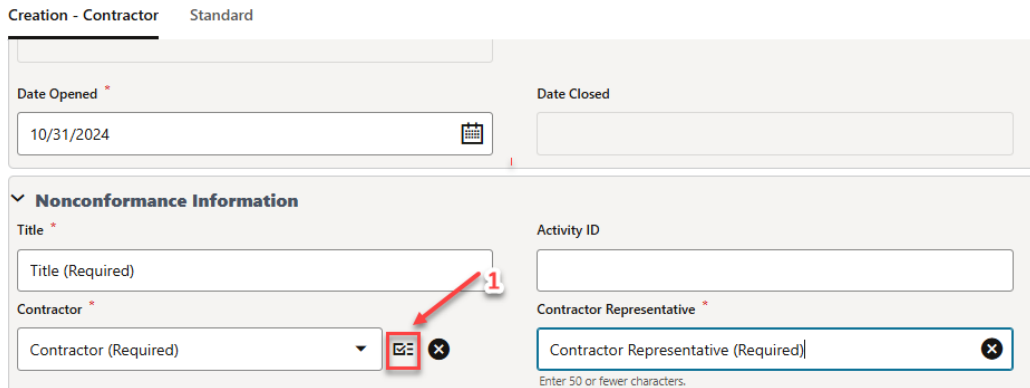
**Nonconformance Information**

Title \*  
Title (Required)

Activity ID

Contractor \*  
Contractor (Required)

Contractor Representative \*  
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 \*  
Select  
Required

Other Category

Bid Item  
Type a Bid Item...  
Selector Tool

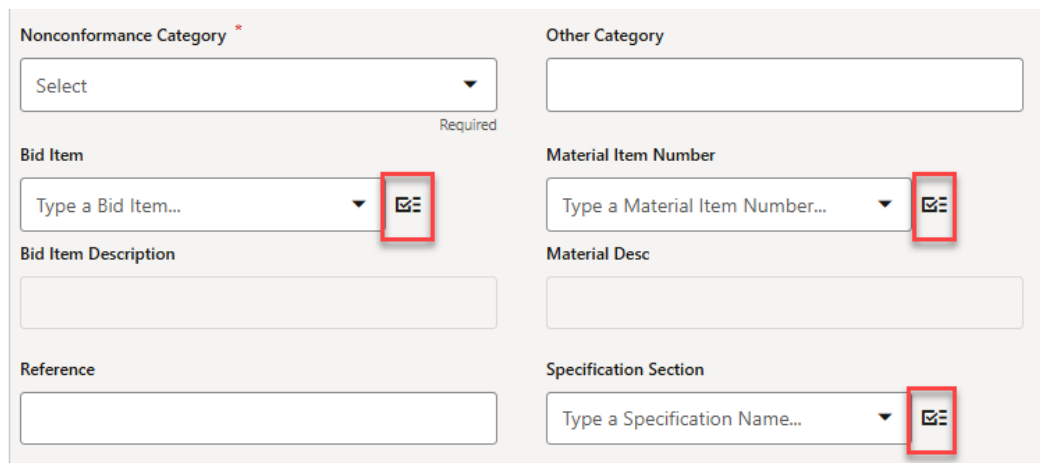
Material Item Number  
Type a Material Item Number...  
Selector Tool

Bid Item Description

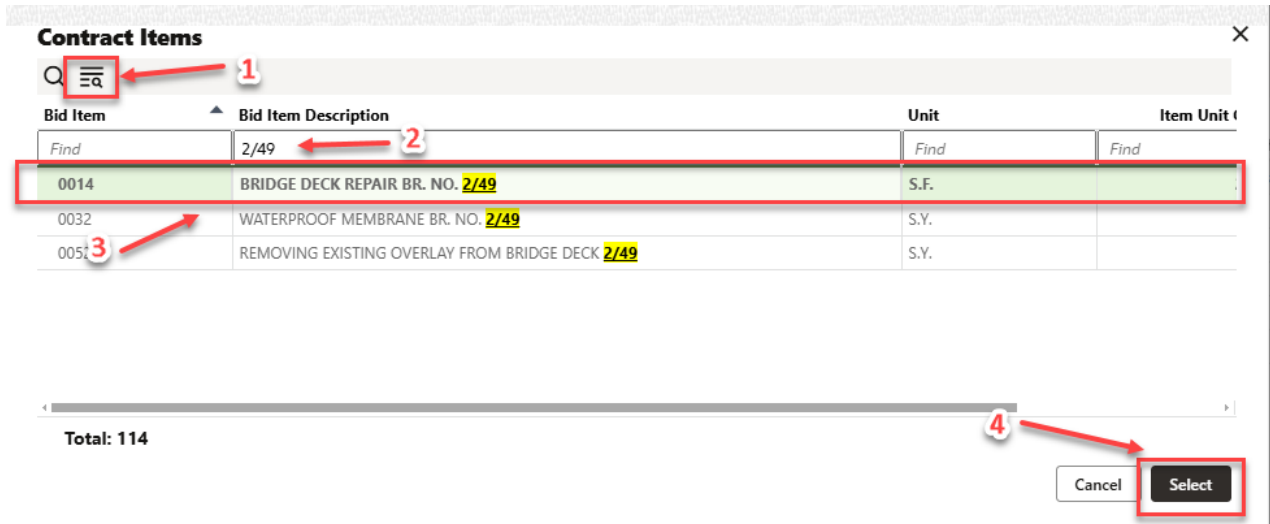
Material Desc

Reference

Specification Section  
Type a Specification Name...  
Selector Tool



**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).



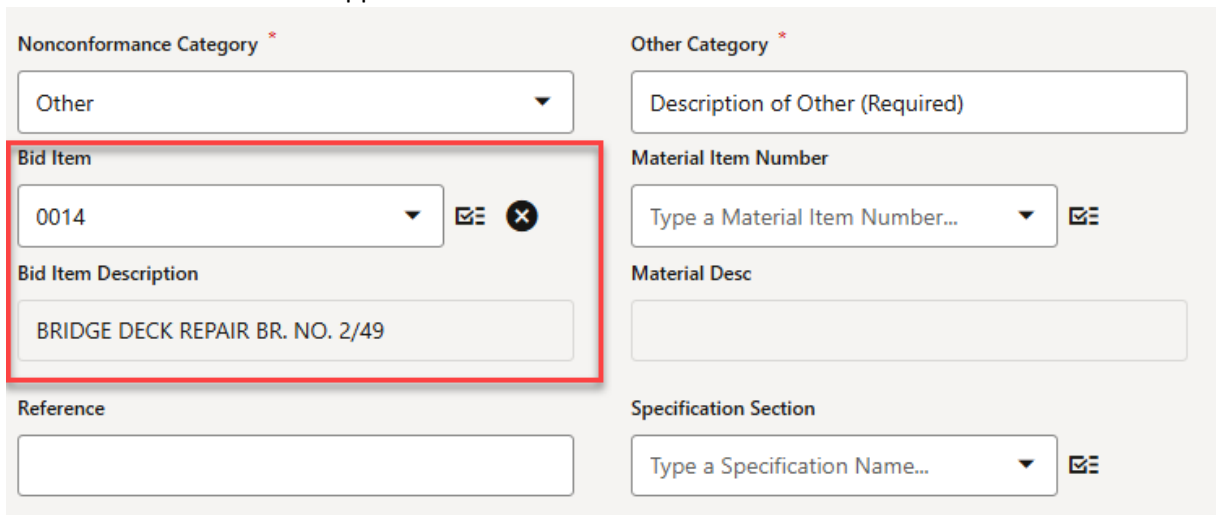
**Contract Items**

Bid Item	Bid Item Description	Unit	Item Unit
Find	2/49	Find	Find
0014	BRIDGE DECK REPAIR BR. NO. 2/49	S.F.	
0032	WATERPROOF MEMBRANE BR. NO. 2/49	S.Y.	
0051	REMOVING EXISTING OVERLAY FROM BRIDGE DECK 2/49	S.Y.	

Total: 114

Buttons: Cancel, **Select**

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



**Nonconformance Category \***  
Other

**Other Category \***  
Description of Other (Required)

**Bid Item**  
0014

**Bid Item Description**  
BRIDGE DECK REPAIR BR. NO. 2/49

**Material Item Number**  
Type a Material Item Number...

**Material Desc**

**Reference**

**Specification Section**  
Type a Specification Name...

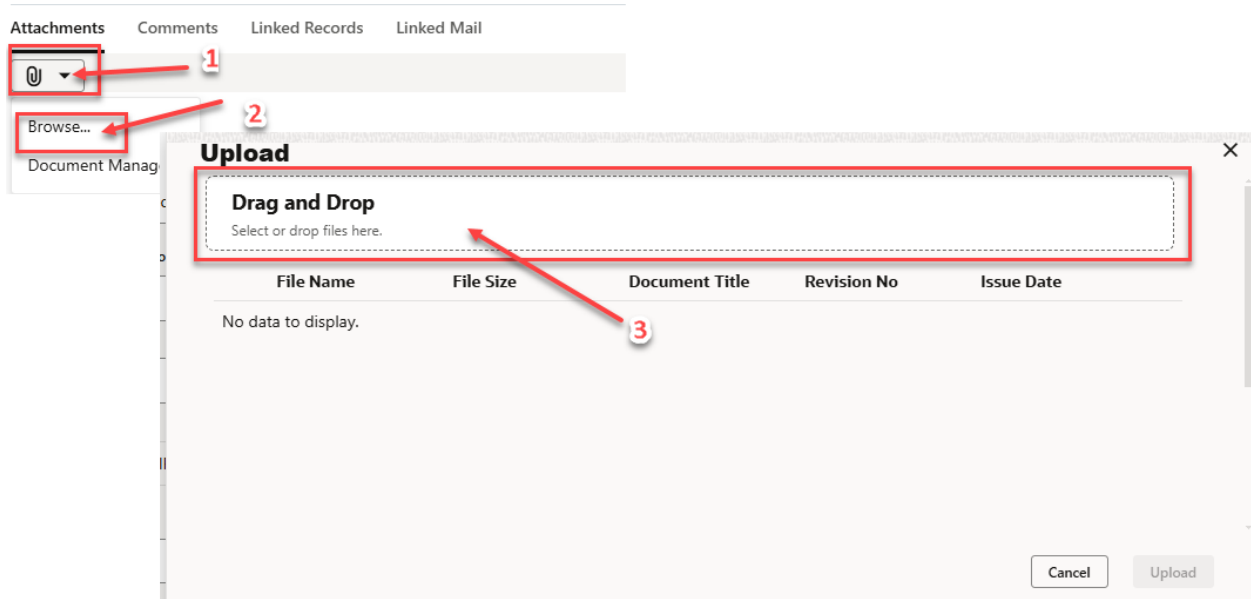
The creator must provide a **Description** of the nonconformance.

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

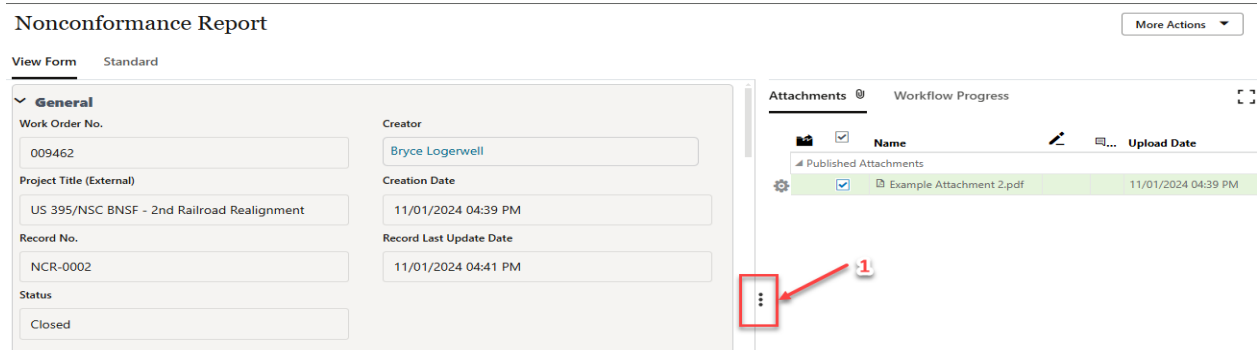
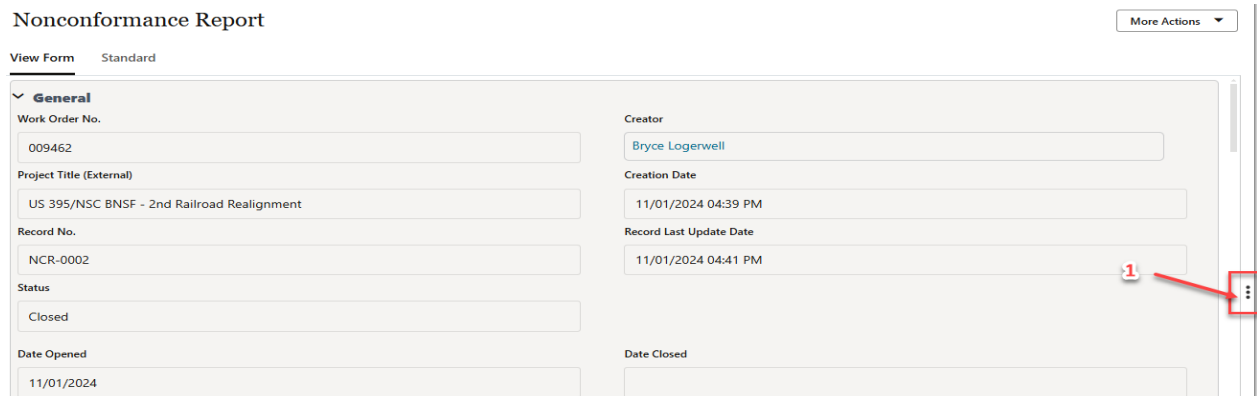
The creator must specify the **Resolution Type** by selecting one of the following options from the drop-down menu: **Rework to Contract Requirements, Remove and Replace, Repair to an Acceptable Standard, Other.**

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).

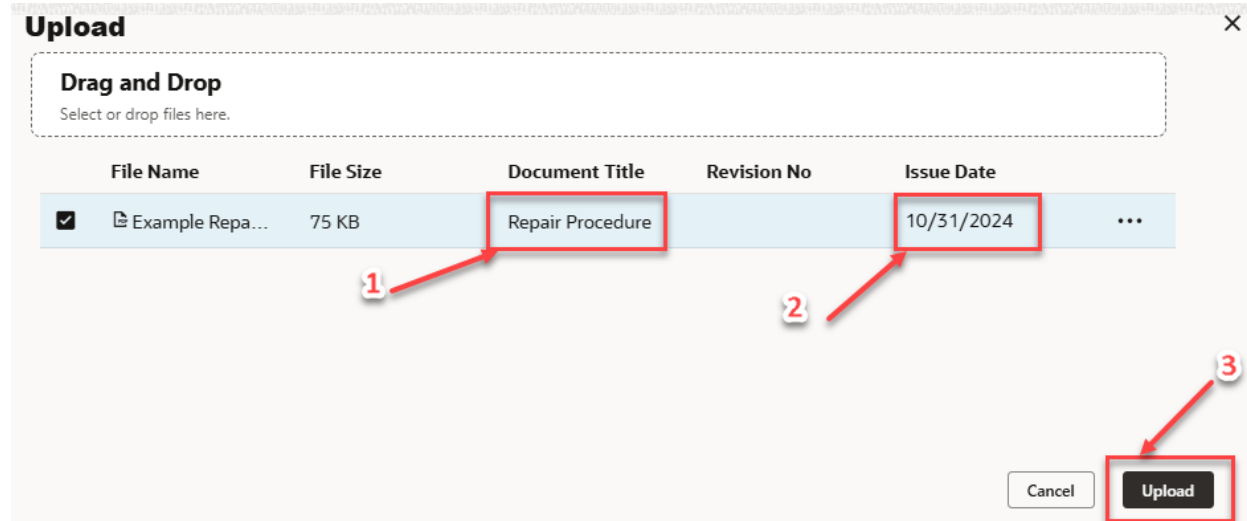


**Tip:** If the right menu is hidden Select the 3 dots (1) to expand or hide the menu.





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.



**Upload**

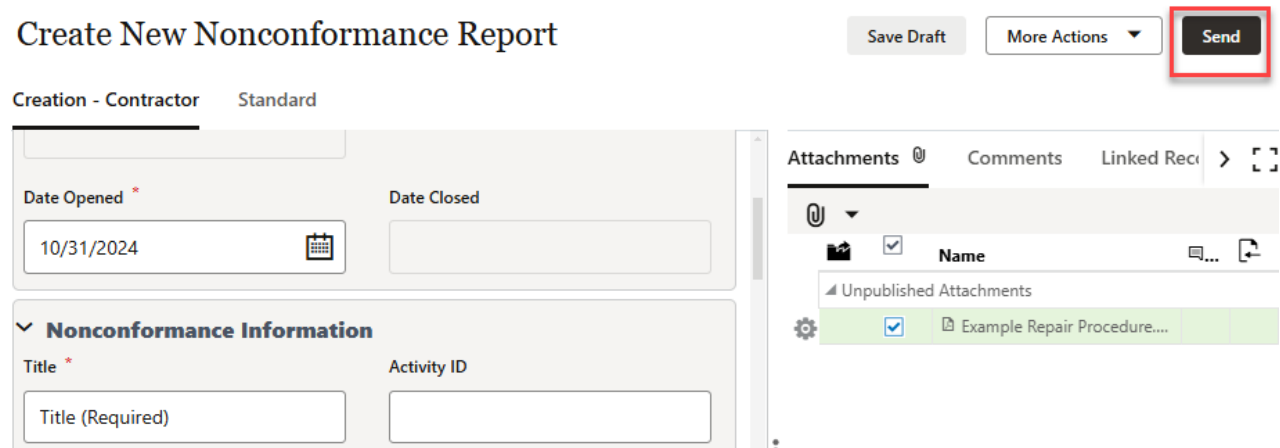
Drag and Drop  
Select or drop files here.

File Name	File Size	Document Title	Revision No	Issue Date
<input checked="" type="checkbox"/> Example Repa...	75 KB	Repair Procedure		10/31/2024

Cancel Upload

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.

### Create New Nonconformance Report



Save Draft More Actions **Send**

Creation - Contractor Standard

Date Opened \* 10/31/2024 Date Closed

**Nonconformance Information**

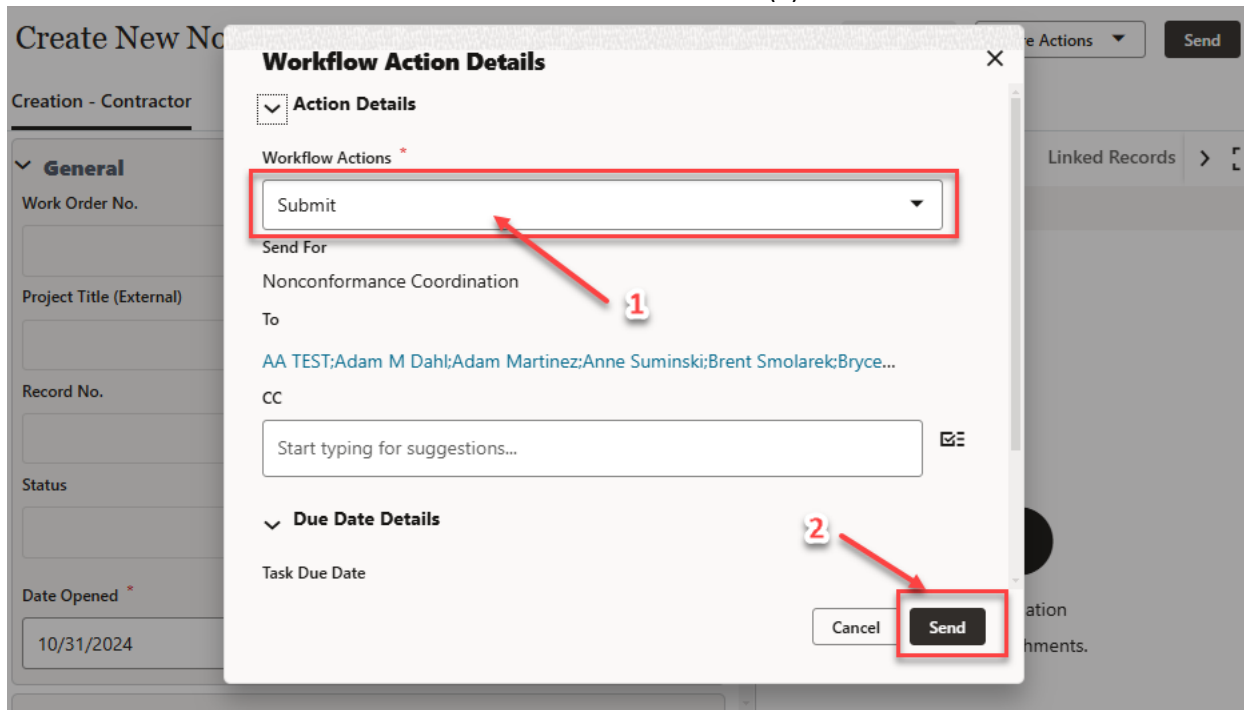
Title \* Title (Required) Activity ID

Attachments Comments Linked Rec

Unpublished Attachments

Example Repair Procedure...

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.

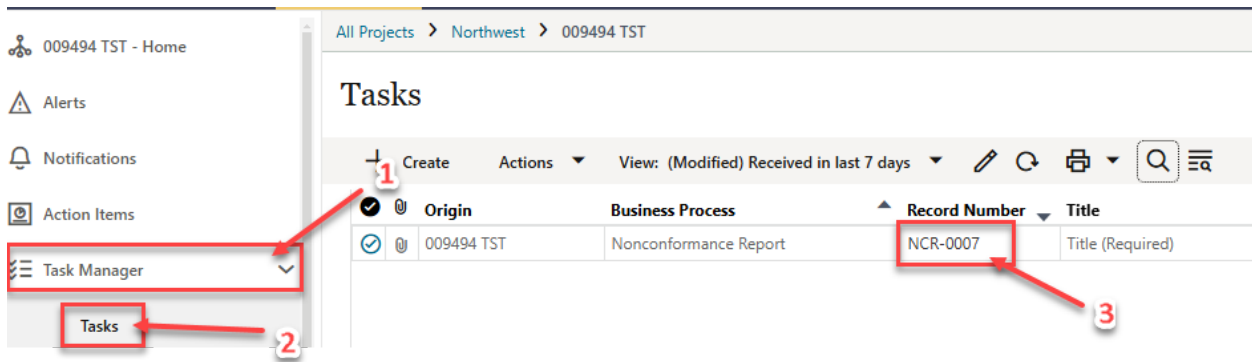


## Contractor Clarification

Roles: Prime Contractor

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

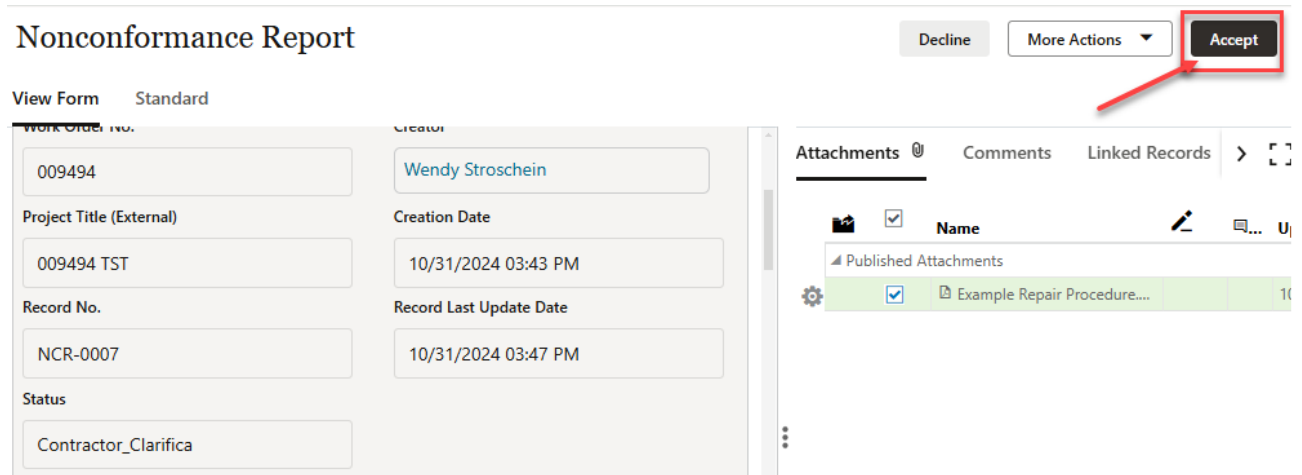
Within the project shell, click on the **Task Manager** to expand the category (1), and then click on **Tasks** (2) to view your assigned **Tasks**. Open the record by clicking on the **Record Number** (3).



The screenshot shows the 'Tasks' page within a project shell. The left sidebar contains a 'Task Manager' menu item, which is highlighted with a red box and labeled '1'. Below it, the 'Tasks' sub-item is also highlighted with a red box and labeled '2'. The main content area displays a table of tasks. The 'Record Number' column header is highlighted with a red box and labeled '3', pointing to the record number 'NCR-0007' in the first row of the table.

Origin	Business Process	Record Number	Title
009494 TST	Nonconformance Report	NCR-0007	Title (Required)

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.



The screenshot shows the 'Nonconformance Report' form. The 'Accept' button is highlighted with a red box and arrow. The form contains the following fields:

Work Order No.	009494	Creator	Wendy Stroschein
Project Title (External)	009494 TST	Creation Date	10/31/2024 03:43 PM
Record No.	NCR-0007	Record Last Update Date	10/31/2024 03:47 PM
Status	Contractor_Clarifica		

Attachments: Published Attachments, Example Repair Procedure...

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).

Nonconformance Report Save Draft More Actions Send

Creation - Contractor Standard

**Resolution Review**

Resolution Approved

No

Approved By

Approval Date

**WSDOT Resolution Comments** (2)

Please revise the proposed resolution as indicated on the attached and resubmit.

**Contractor Resolution Comments**

Attachments Comments Linked Records

Published Attachments

Name	Uploaded
Example Repair Procedure...	10/31

Total: 1

(1) points to the scroll bar on the right side of the WSDOT Resolution Comments box.

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).

Nonconformance Report Save Draft More Actions Send

Creation - Contractor Standard

**WSDOT Resolution Comments**

Please revise the proposed resolution as indicated on the attached and resubmit.

**Contractor Resolution Comments** (1)

Contractor Resolution Comments to the WSDOT project office go here,

Attachments (2) Comments Linked Records

Published Attachments

Name	Uploaded
Example Repair Procedure...	10

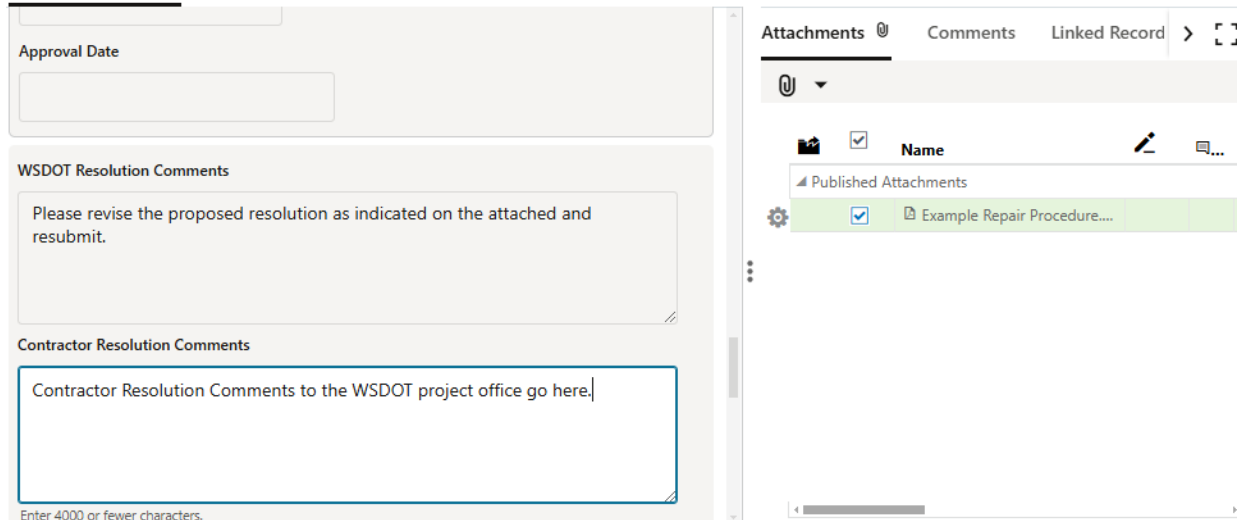
(1) points to the Contractor Resolution Comments box.

(2) points to the Attachments tool (paper clip icon).

Once the **Nonconformance Report** has been appropriately clarified, click **Send** to initiate the resubmittal process.

## Nonconformance Report

Creation - Contractor Standard



Approval Date

WSDOT Resolution Comments

Please revise the proposed resolution as indicated on the attached and resubmit.

Contractor Resolution Comments

Contractor Resolution Comments to the WSDOT project office go here.

Enter 4000 or fewer characters.

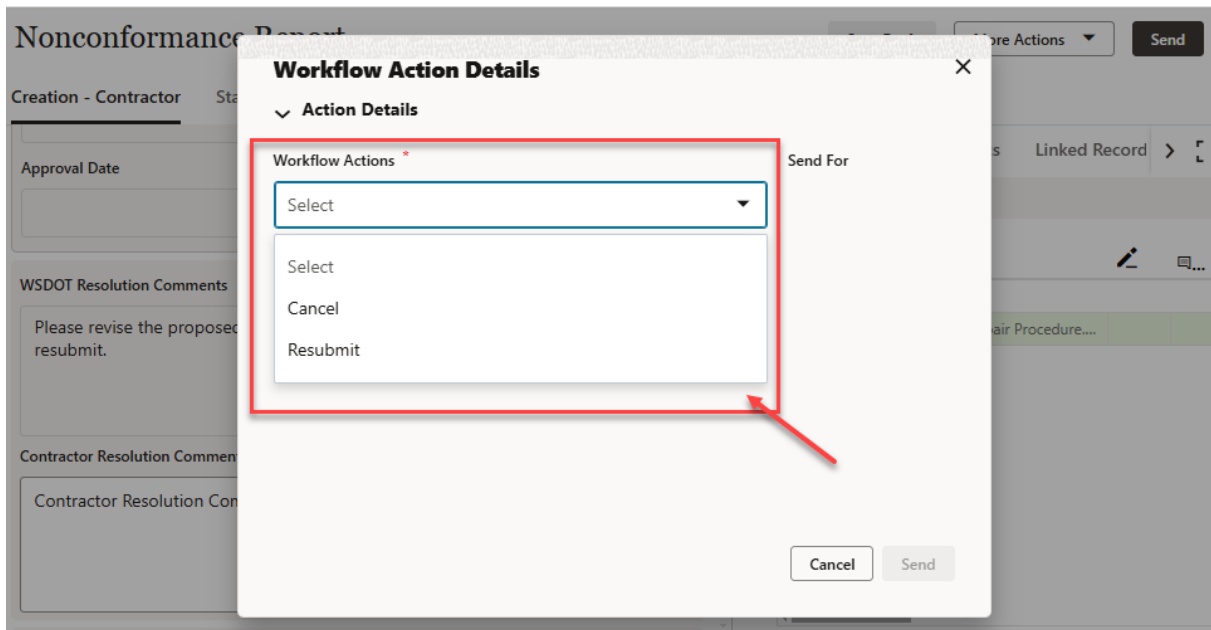
Attachments Comments Linked Record

Published Attachments

Example Repair Procedure...

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.



Nonconformance Report

Creation - Contractor Standard

Approval Date

WSDOT Resolution Comments

Please revise the proposed resubmit.

Contractor Resolution Comments

Contractor Resolution Con

**Workflow Action Details**

Send For

Workflow Actions \*

Select

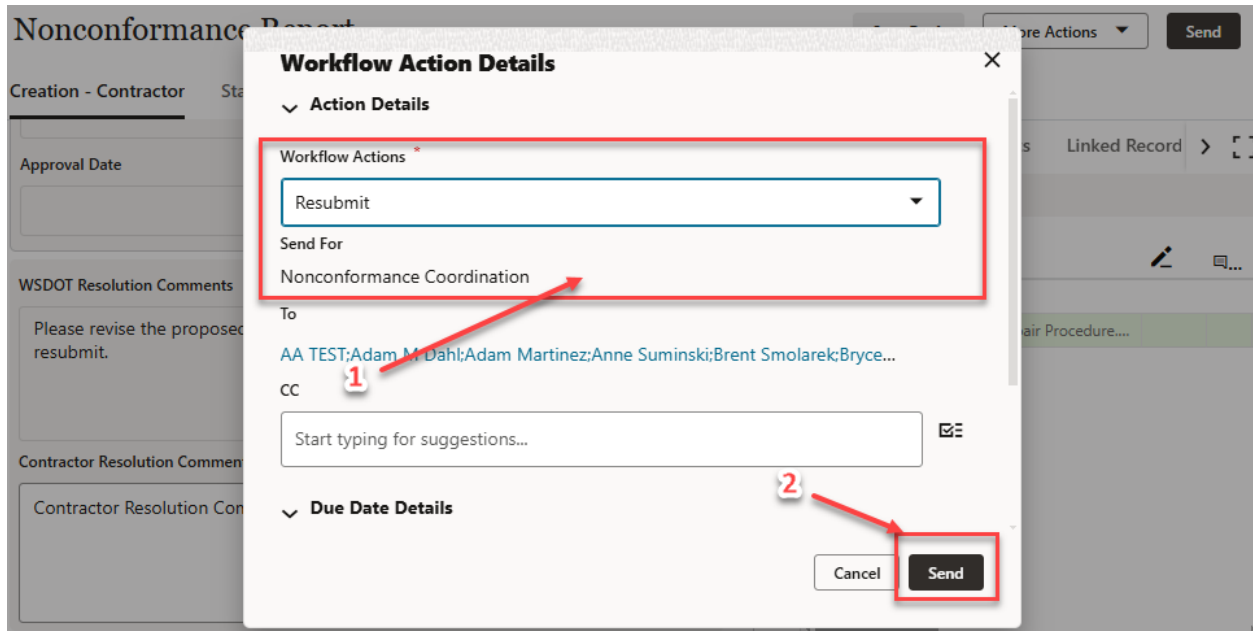
Select

Cancel

Resubmit

Cancel Send

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



**Workflow Action Details**

✓ **Action Details**

Workflow Actions \*

Resubmit

Send For

Nonconformance Coordination

To

AA TEST; Adam M. Dahl; Adam Martinez; Anne Suminski; Brent Smolarek; Bryce...

CC

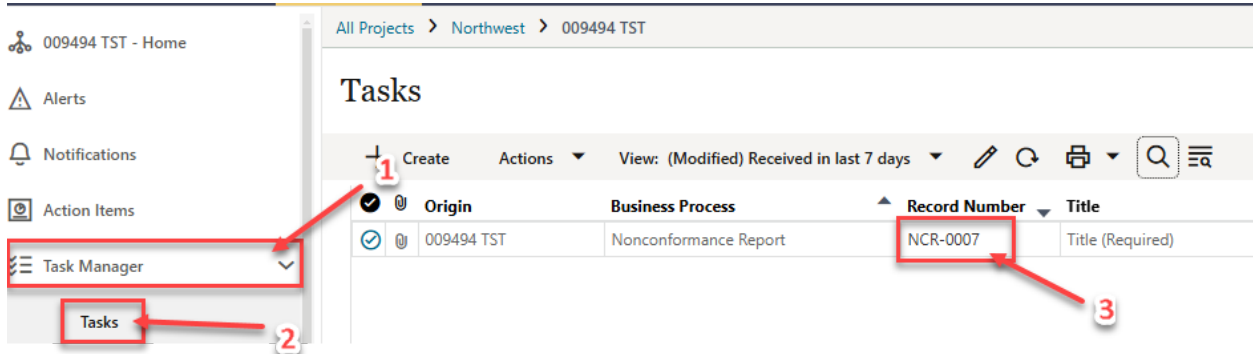
Start typing for suggestions...

✓ **Due Date Details**

Cancel Send

## 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).

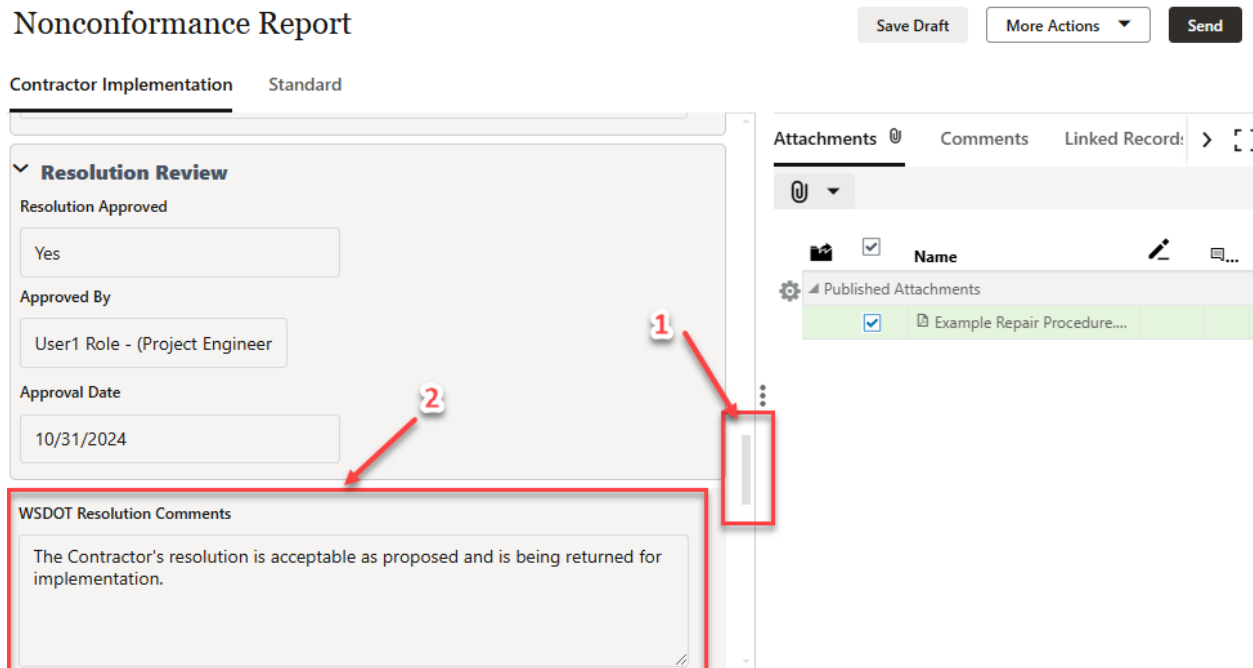


The screenshot shows a web interface for project management. On the left is a navigation sidebar with 'Task Manager' and 'Tasks' highlighted. The main area displays a table of tasks. One task is visible with the record number 'NCR-0007'.

Origin	Business Process	Record Number	Title
009494 TST	Nonconformance Report	NCR-0007	Title (Required)

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).

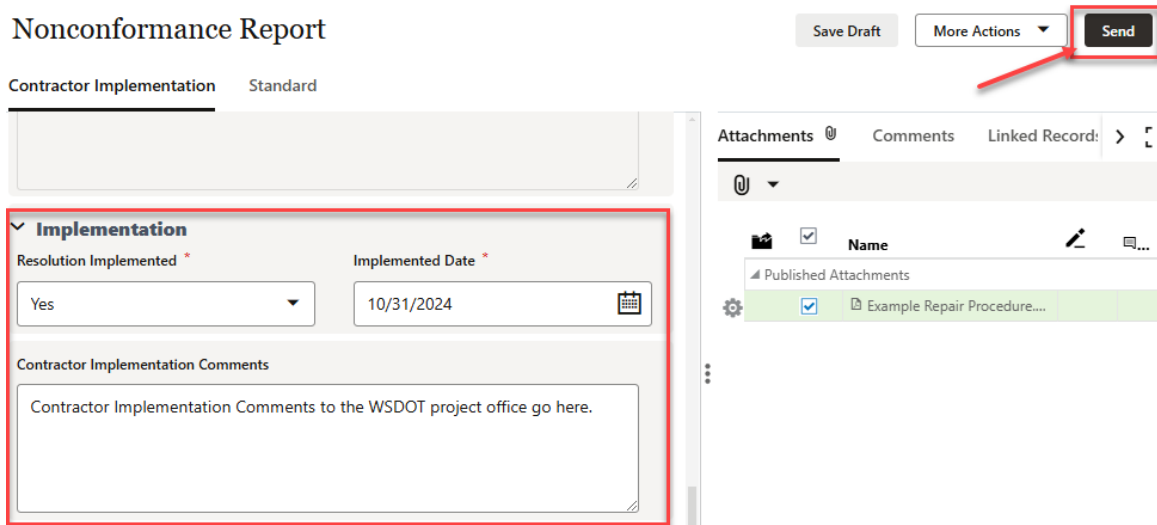
## Nonconformance Report



The screenshot shows a 'Nonconformance Report' form. The 'Resolution Review' section includes fields for 'Resolution Approved' (Yes), 'Approved By' (User1 Role - (Project Engineer)), and 'Approval Date' (10/31/2024). Below this is a 'WSDOT Resolution Comments' box containing the text: 'The Contractor's resolution is acceptable as proposed and is being returned for implementation.' A scroll bar is visible on the right side of the form.

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.

### Nonconformance Report

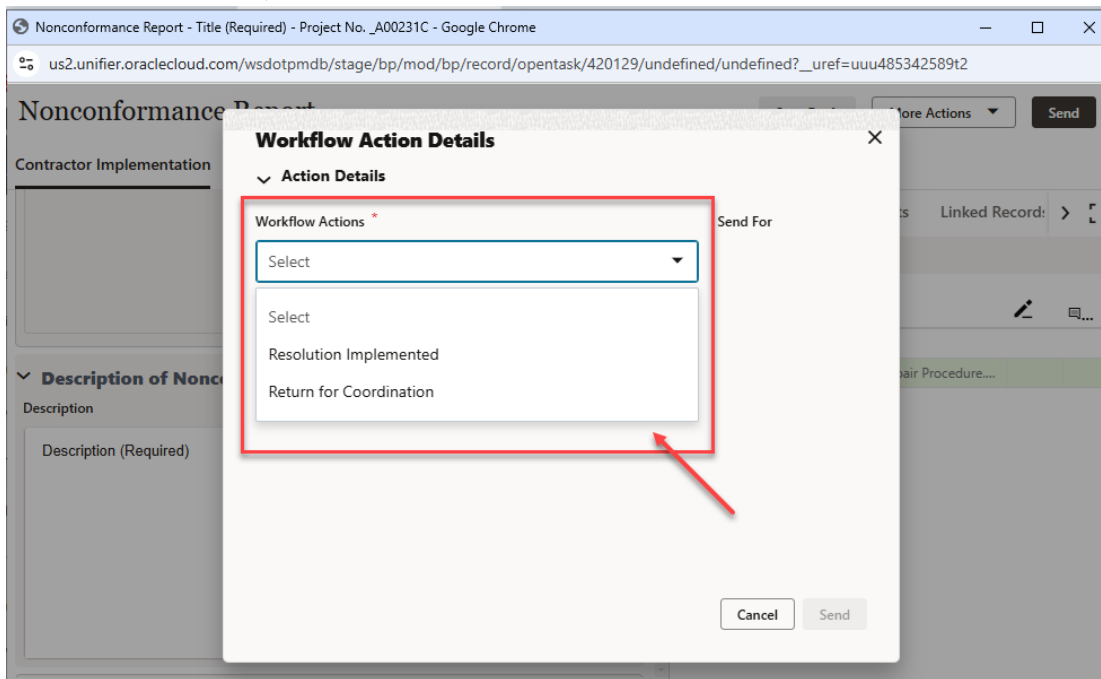


The screenshot shows the 'Nonconformance Report' form. At the top right, there are buttons for 'Save Draft', 'More Actions', and 'Send'. The 'Send' button is highlighted with a red box and a red arrow. Below the buttons, there are tabs for 'Attachments', 'Comments', and 'Linked Record:'. The main form area is divided into sections. The 'Implementation' section is highlighted with a red box and contains the following fields:

- Resolution Implemented \***: A dropdown menu with 'Yes' selected.
- Implemented Date \***: A date field with '10/31/2024' entered and a calendar icon.
- Contractor Implementation Comments**: A text area with the placeholder text 'Contractor Implementation Comments to the WSDOT project office go here.'

You have the option to return to WSDOT for either **Resolution Implemented** or **Return for Coordination** if additional information is needed from WSDOT.

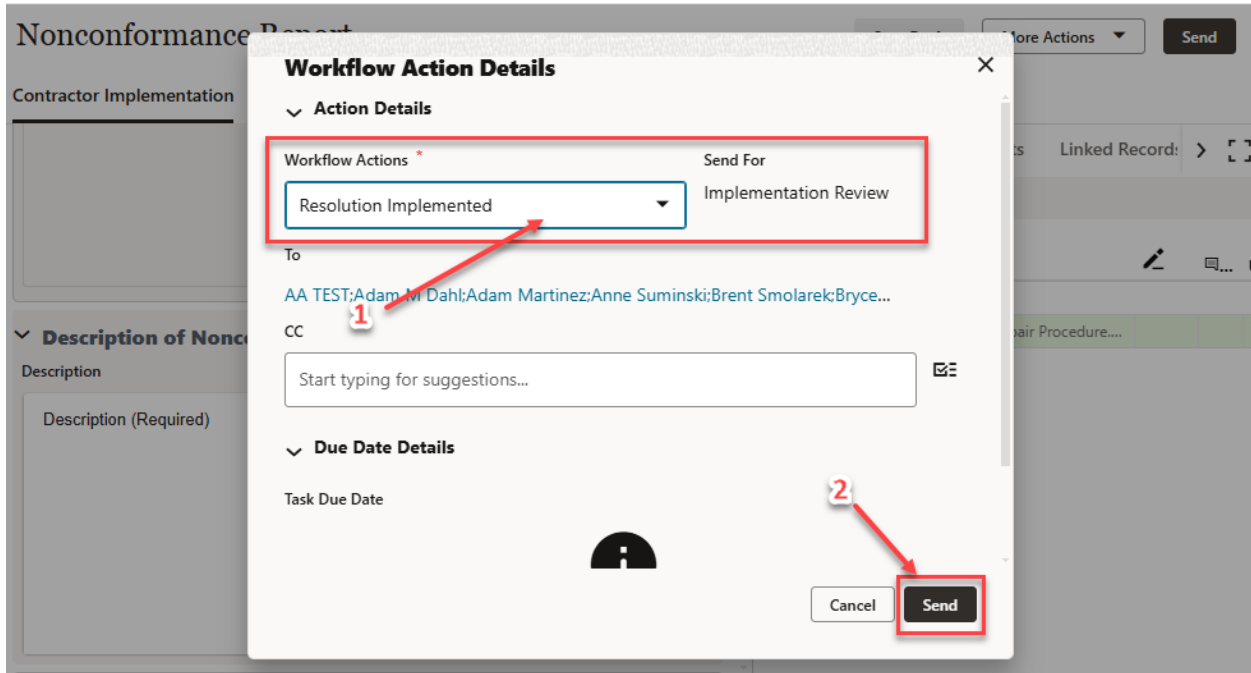
- **Resolution Implemented** will send the **Nonconformance Report** back to WSDOT as notification that the resolution has been implemented.
- **Return for Coordination** will send the **Nonconformance Report** back to WSDOT for additional review or clarification, if needed.



The screenshot shows the 'Nonconformance Report' form with a 'Workflow Action Details' modal open. The modal has a title bar with a close button (X) and a section titled 'Action Details'. Inside the modal, there is a 'Workflow Actions \*' dropdown menu with 'Select' selected. Below the dropdown, there are three radio button options: 'Select', 'Resolution Implemented', and 'Return for Coordination'. The 'Return for Coordination' option is highlighted with a red box and a red arrow. At the bottom of the modal, there are 'Cancel' and 'Send' buttons. The background shows the 'Nonconformance Report' form with the 'Description of Nonconformance' section visible.



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**.

All Projects > Northwest > 009494 TST

### Nonconformance Report

+ Create Actions View: Records Created by Me

Record No.	Title	Date Opened	Date Closed	Status
NCR-0008	Title (Required)	10/31/2024		NCR_Coordination
NCR-0007	Title (Required)	10/31/2024		<b>Closed</b>

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

## Nonconformance Report

More Actions ▾


View Form Standard





**Implementation Review**

Reviewed By	Review Date
User1 Role - (Project Managei	10/31/2024

WSDOT Implementation Review Comments

WSDOT Implementation Review Comments go here.

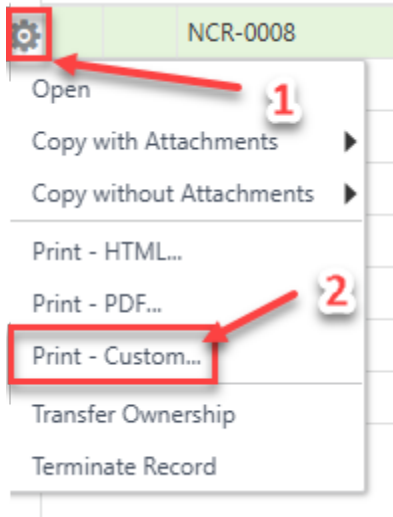
Attachments  Comments Linked Recorc > [

 <input checked="" type="checkbox"/>	Name		
Published Attachments			
<input checked="" type="checkbox"/>	 Example Repair Procedure...		

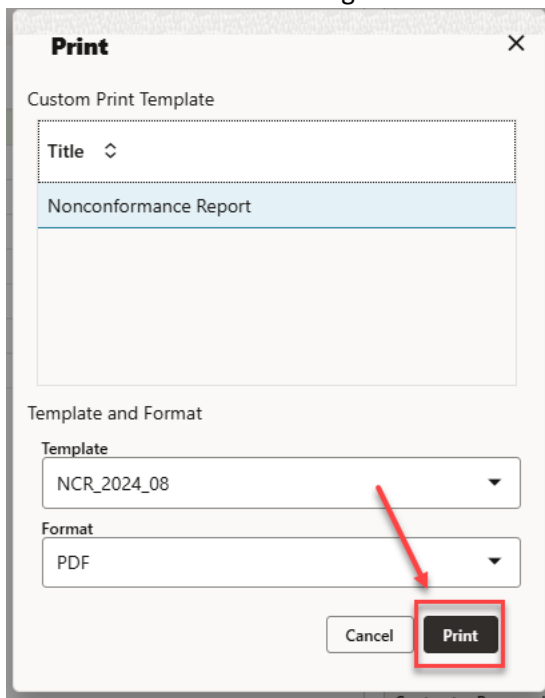
### Custom Print

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

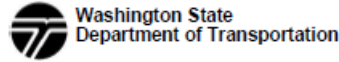
It may be printed by clicking on the **Gear** icon (1), and then the **Print – Custom** option (2).



Click **Print** on the **Print** dialog box.



Sample of a completed **Nonconformance Report** using the Custom Print template.



## 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