

1. SERIAL NO./ISSUE DATE		1a. AUDIT NO.	1b. T.C.	1c. R.C.	1d. C.A.	2. WC	3. DATE
4. DISCREPANCY DESCRIPTION: JCN: _____ LEVEL: _____ URO: _____							
REFERENCE:							
SHIP:		REFIT:		DISCUSSED WITH:			
5a. ORIGINATOR SIGNATURE / CODE (SING/PRINT)		5b. SUP. INITIAL		6. QAO/AQAO SIGNATURE (SING/PRINT)			
C/							
7a. ROOT CAUSE CODE:							
7b. EXPLANATION OF CAUSE:							
7c. IMMEDIATE CORRECTIVE ACTION:							
7d. PERMANENT CORRECTIVE ACTION:							
8. ECD		9a. DIVISION OFFICER SIGNATURE (SING/PRINT)				DATE	
9b. DEPARTMENT HEAD SIGNATURE (SING/PRINT)						DATE	
10. PART 3 - REINSPECTION/RE-AUDIT COMMENTS:							
RE-AUDITOR (SING/PRINT)						DATE	
11. CODE 440AU/5444 (SING/PRINT)						DATE	
12. QA OFFICER (SING/PRINT)						DATE	

**1. SERIAL NO. / ISSUE DATE:**

What is the Serial Number? The Format is Qoo-XXXX-000. If the Center section is only 3 letters, use a space for the fourth. ie. Q00-QAS -000. You get the Serial Number by calling C/440AU at 5-1874 or 5-1910. The dashes "-" are automatically entered and will be displayed when the cursor moves to the location immediately following the dash.

**1a. AUDIT NO.**

Is the QA-14 being written as part of an audit? If so, enter the Audit number here, ie A-1 or SP-4.

**2. WC**

Which Work Center is responsible for causing the discrepancy?

**3. DATE**

What date was the Discrepancy found? This date is automatically filled in as today's date. Change it if necessary.

**4. DISCREPANCY DESCRIPTION:**

- > **JCN:** What is the JCN of the Job? ONLY one JCN entered per QA+14! If no JCN , LEAVE BLANK!  
JCN format is 0000-XXXX-XXXX. Dashes are to the space following the dash.
- > **LEVEL:** what is the LEVEL of the JOB? If unknown, leave blank.
- > **URO:** what URO number is this related to? If it is not URO related. enter N/A.
- > Give a short **description** of the discrepancy. If more clarification is required, use attachments.
- > **REFERENCE:** What Reference was violated?
- > **SHIP:** What is the UIC of the ship that was affected? ie. The first five numbers of the JCN.  
If not applicable, leave blank.
- > **Refit:** What Refit is this related to? If Unknown, leave blank.
- > **DISCUSSED WITH:** Enter the Responsible work Center's SUPERVISOR that the discrepancy was discussed with.

**5a. ORIGNATION SIGNATURE / CODE:**

- > What is your First and Last name?
- > What is your code? Format is C/999xx.