Non-Conformities

Purpose

When an Answer leads to a serious concern by an Inspecting officer, a NonConformities record must to be added. This enables KKSys to keep a concise, well managed data-entity which holds details of common less common problems faced by Farmers.

When an Answer record is added to KKSys which does not comply to the correct values the user will be prompted to enter a NonConformity record.

The entity includes fields such as "CategoryID" and "TypeID" which allow the different NonConformities to be categorized. It also contains data-fields to allow monitoring of the Farmer after the NonConformity.

How and when to access

NonConformities records are **extension** records of the **Answers** data-table. Most Answers will **not** include NonConformities. This data-table is added to allow ICO Officers to input data relating to real infringements by Farmers during inspections which require follow-up. The NonConformities data-table includes fields "DateDeadline" and "StatusID" which allow the system to track when a NonConformity should have been dealt with, and whether it has been dealt with.

Adding a Non-Conformity Record

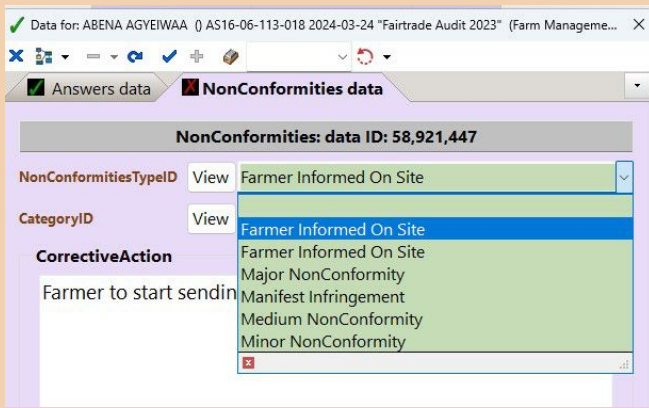**To Add a non-conformity record:**

1. Open the Answer record to which you want to add a "NonConformity" extension record.

2. Click on "Add data for: NonConformities" from the "add extension record" button.

NonConformities edit-form

The NonFornformities edit-form

The NonConformities edit form includes fields to set the "Type" and "Category" of the NonConformity, allows the ICO Officer to detail a "CorrectiveAction" and has space for a follow-up "Comments" field if it is necessary for the farmer to be revisited.

Note that the layout of this edit form may have changed if it has been updated by your administrator, and additional actions, reports or resources may have been added
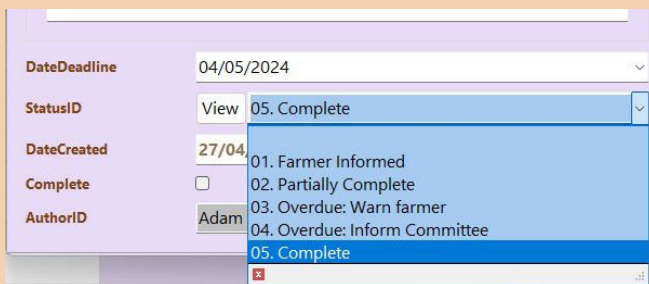
NonConformityTypeID

The NonConformityTypeID field can be used to set the severity and level of infringment represented by the answer.

For example if the non-conformity is minor the farmer might simply be "Informed On Site" as shown in the image, but more serious infringments can result in higher levels of non-conformity being registered, which can lead to more response by farmer and KKFU team-members.

NonConformity Categories

The CategoryID field serves to group any non-conformity into a category for reporting and auditing purposes.

NonConformity Status values

The StatusID field is used to track the state of the non-conformity, whether there is need for more action or the infringment has been dealt with by KKFU team-members.

Data-schema

Field- Name and Data-type	Description / Purpose	Possible Values	Coding / Automation
ID (Primary Key)	Unique number which identifies each record.		Automatically set by Orixa, not under the control of users or developers.
NonConformitiesTypeID (Link-ID)	Links to the Types table	Pick from list of possible Types values.	
CategoryID (Link-ID)	Links to the Types table	Pick from list of possible Types values.	
CorrectiveAction (Long Text)	Text for the KKFU field-officer to enter details of the action required of the farmer.	Entered by user	

Field- Name and Data-type	Description / Purpose	Possible Values	Coding / Automation
CommitteeComments (Long Text)	Response by the committee, or reviewing staff-members to the action.	Entered by user	
DateDeadline (Date)	Date by which the farmer states they will improve their behaviour.	Entered by user	
StatusID (Link-ID)	Links to the Status table	Pick from list of possible Status values.	Default value: 832
DateCreated (Timestamp)	Set to the exact date and time the record was first created.		Automatically set by Orixa, not under the control of users or developers.
Complete (true/false)	Tick this field to lock the record so further editing is restricted.	True / false	Default value: false
AuthorID (Integer)	Self explanitory		Automatically set by Orixa, not under the control of users or developers.