

# Field Inspection Reports:

## Review Notice of Rejection Reports

### **Objective**

Access the Notice of Rejection Reports Module  
Provide an understanding of the Notice of Rejection Reports  
Using the windows in Notice of Rejection Reports

# Accessing Notice of Rejection Reports

## Overview

A Notice of Rejection Report (NOR) is automatically created by the system for most of the Field Inspection Reports when a rejected quantity is entered by the Section Material Specialist or the Inspector who has completed the Field Inspection Report.

The SMS must select the originating Field Inspection Report/Sample ID so that the system can obtain material information, etc. The user will provide additional data such as the reason for and the source of the failure.

The following are HiCAMS interfaces for Notice of Rejection Reports:

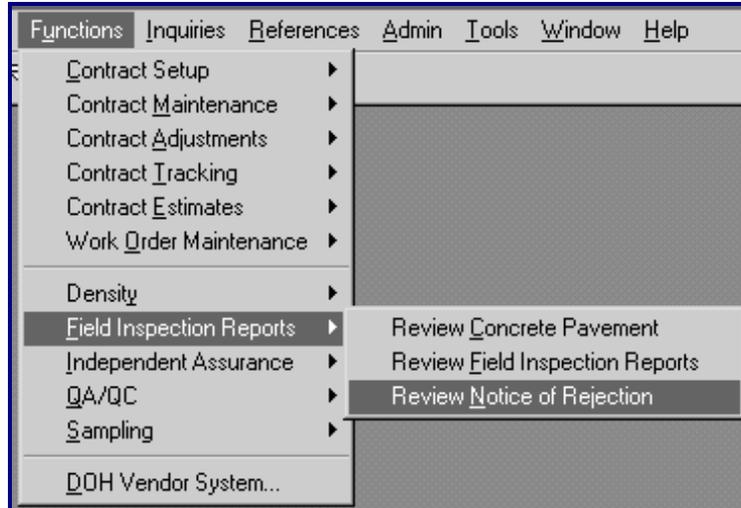
- ◆ Contract Tracking
- ◆ Independent Assurance
- ◆ Project Certification
- ◆ Sample Details

**Step 1:** Follow the steps below to access **Review Notice of Rejection** in HiCAMS.

**Step 2:** Log onto HiCAMS, using the instructions found in "HiCAMS Getting Started."

**Step 3:** Choose **Field Inspection Reports** from the **Functions** menu in HiCAMS. Select **Review Notice of Rejection:**

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**Figure 1 - Access to Field Inspection Reports and Review Notice of Rejection**

**Note:** To further aid in the retrieval of an EXISTING report, there are filtering functions available in HiCAMS. These filter functions are especially helpful when choosing from a very large listing of reports. See *Field Inspection Reports: Overview - Retrieval Tips for all Field Inspection Reports* for details using these functions.

## General Tab - Review Notice of Rejection Reports

In the **General** tab, the information is defaulted based on the type of inspection being performed. Additional data may need to be entered in order to meet the minimum requirements to save the Notice of Rejection. In most cases, the following fields are defaulted:

- ◆ Approved Producer/Supplier
- ◆ Contract Number and related Contract Information
- ◆ Material Type
- ◆ Material
- ◆ Accepted Quantity
- ◆ Rejected
- ◆ Quantity

Review Notice of Rejection ( NOR ID: 1)

Filter

Report/Sample: Corrugated Metal Pipe Report/Sample ID: 3

Retrieve  
Reset  
Select

General | Materials | Report

Inspection Result: Meets Specs Inspection Date: 05/02/2001  
Inspector: Garbee II, William C County: Greene  
Producer: Smith Setzer & Sons, Smith Setzer & Sons - C.M. Pipe - MP6  
Purchase Order: 12123 Bill Of Lading: 23213  
Contract: C104927 Work Order: 8.1180501  
Contractor: SANFORD CONTRACTORS, INC.  
Description: GRADING, DRAINAGE, PAVING, PAVEMENT MARKINGS & STR.  
Station: 212 + 22 Location: TEST Location

Source:

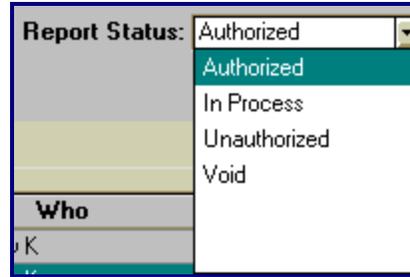
Reason:

Comment:

**Figure 2 - Notice of Rejection General Tab Window**

- Step 1:** To enter the *Source information*, select the field and enter the data. This information typically includes distributors, providers of materials, or parts.
- Step 2:** The SMS or inspector must enter a reason for the rejected sample in the *Reason* field.
- Step 3:** To enter the *Purchase Order* number, select the field and enter the PO number.
- Step 4:** To enter *Comment* information, select the field and enter any pertinent comment for the rejected sample.
- Step 5:** Save the record, click the **Save** button.

**Note:** The saved record captures all data that has been entered and the fields in all tab windows become uneditable. The fields become editable for data entry after the Report's status is changed and the record is re-saved by an authorized user.



**Figure 3 - Report Status Drop-Down menu**

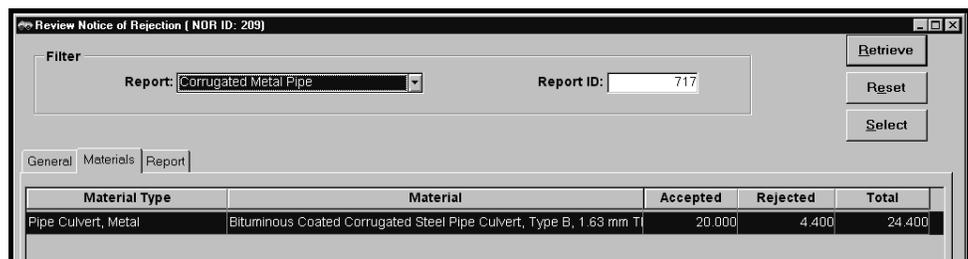
Saving a record can be performed at any point. If the record save is interrupted at any point, it is usually as a result of incomplete data entry. There are various messages that the system may display based upon what is required to be entered in order to save the record.

## Materials - Review Notice of Rejection Reports

The **Materials Tab** Window contains the following defaulted information: *Material Type*, *Material*, *Accepted* quantities, *Rejected* quantities, and *Total* quantities. All of this information pertains to failing Material(s) on the originating report (where the “rejected” quantity was greater than zero).

**Step 1:** To view the **Materials** in Notice of Rejection Reports, click the **Materials Tab** window. See example screen below:

**Note:** *In the Upper portion of the window, the Notice of Rejection ID is synonymous with the Report/Sample ID. The Report/Sample name can be changed and the Report/Sample ID is editable. When the Report/Sample name is changed, all of the defaulted data will reflect the selected Report/Sample name.*



**Figure 4 - Notice of Rejection Materials Tab Window**

## Report Tab - Review Notice of Rejection Reports

To view the **Notice of Rejection Report**, click the **Report** tab.  
 To view the entire report, use the scroll bars or **Print Preview**. See example below:

The screenshot shows a software window titled "Review Notice of Rejection ( NOR ID: 209)". At the top, there is a "Filter" section with a dropdown menu set to "Report: Corrugated Metal Pipe" and a "Report ID:" field containing "717". To the right are buttons for "Retrieve", "Reset", and "Select". Below this is a tabbed interface with "General", "Materials", and "Report" tabs, where "Report" is selected.

The main content area displays a report header for the "North Carolina Department of Transportation, Division of Highways, Materials and Tests Unit". The report title is "Notice of Rejection - Corrugated Metal Pipe".

Key details include:
 

- Report ID: 717, Work Order: 8 U871815
- Contract: C105288, County: Mecklenburg
- Station: 0 + 00, RE: Graham, Ronald B
- Location: Camp Stewart Rd.
- Inspector: Thomas, Mark D
- Inspection Date: 08/31/2001
- Inspector: Thomas, Mark D
- Sample From: Project
- Test Category: Acceptance
- Section: 10
- Contractor: MCWHIRTER GRADING CO.
- Facility: Lane Enterprises, Inc. - Statesville
- Producer: Lane Enterprises, Inc., Lane Enterprises, Inc. - Statesville - MP3
- Source:
- Reason:
- Comment:

At the bottom, a summary table is provided:

Material Type	Material	Accepted	Rejected	Total
Pipe Culvert, Metal	Bituminous Coated Corrugated Steel Pipe Culvert, Type-B, 1.63 mm Thick, 400 mm	20,000	4,400	24,400
<b>Totals For All Materials:</b>		<b>20,000</b>	<b>4,400</b>	<b>24,400</b>

**Figure 5 - Notice of Rejection Report Tab Window**