

# Non-Conformities

## Purpose

When an Answer leads to a serious concern by an Inspecting officer, a NonConformities record must 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

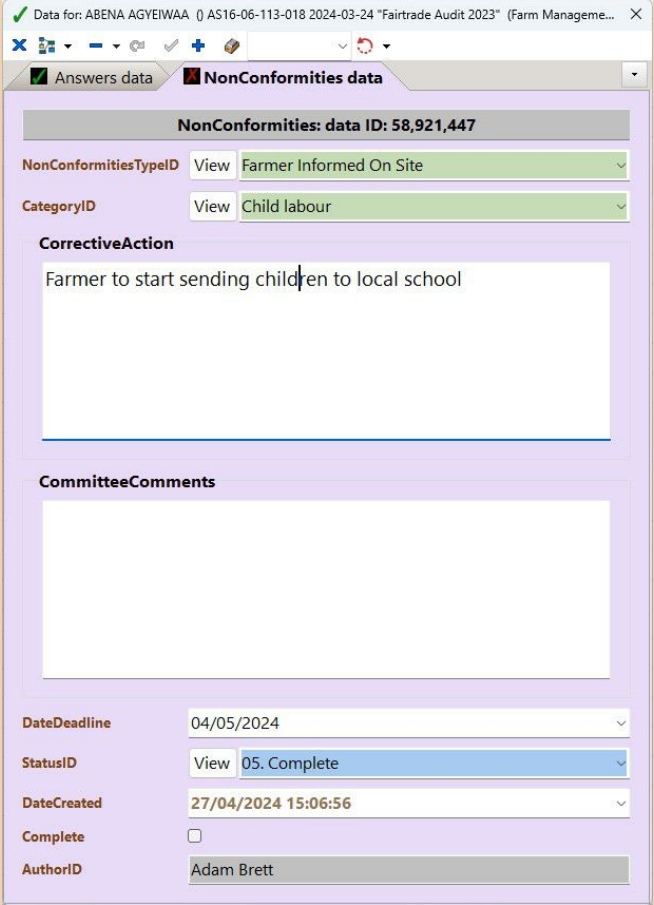
NonConformities records are **extension** records of the **Answers** data-table. Most Answers will **not** include NonConformities. This data-table is added to allow ICO Officers to input data relating to real infringements by Farmers during inspections which require follow-up. The NonConformities data-table 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.



**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.

**Adding a Non-Conformity Record**



**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**

**NonConformities edit-form**

The screenshot shows a web application window titled 'Data for: ABENA AGYEI WAA | AS16-06-113-018 2024-03-24 "Fairtrade Audit 2023" (Farm Manageme...'. The 'NonConformities data' tab is active. The 'NonConformitiesTypeID' dropdown is open, displaying a list of options: 'Farmer Informed On Site', 'Major NonConformity', 'Manifest Infringement', 'Medium NonConformity', and 'Minor NonConformity'. The 'CategoryID' dropdown is also open, showing 'Child labour' as the selected option. The 'CorrectiveAction' field is a text area with the text 'Farmer to start sendin'.

NonConformityTypeID

The NonConformityTypeID field can be used to set the severity and level of infringement 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 infringements can result in higher levels of non-conformity being registered, which can lead to more response by farmer and KKFU team-members.

The screenshot shows the 'NonConformities data' form with the 'CategoryID' dropdown menu open. The dropdown list includes the following categories: 'Child labour', 'Buffer zone', 'Commingling', 'Conservation of biodiversity', 'Other NonConformity', 'Poor farm maintenance', 'Record keeping', 'Storage of Chemicals', 'Training participation', 'Use of chemical sprays', and 'Use of chemical sprays'. The 'CorrectiveAction' field is a text area with the text 'Farmer to start sendin'.

NonConformity Categories

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

The screenshot shows the 'NonConformities data' form with the 'StatusID' dropdown menu open. The dropdown list includes the following status values: '01. Farmer Informed', '02. Partially Complete', '03. Overdue: Warn farmer', '04. Overdue: Inform Committee', and '05. Complete'. The 'DateDeadline' field is set to '04/05/2024', the 'DateCreated' field is set to '27/04', and the 'AuthorID' field is set to 'Adam'.

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 infringement has been dealt with by KKFU team-members.

## Data-schema

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