

APPENDIX F-118

VIOLATION AND FOLLOWUP SUMMARY REPORT

1. PURPOSE

To provide management with a notification of the status of controlled violations. This listing also indicates the number of Violation Follow-ups, appendix F-120, output each day and the number of controlled violations deleted from the Violation Control/Suspense File without corrective action.

2. ORIGIN

None.

3. FREQUENCY

Daily as the Violation Control/Suspense File (output and reentry) is processed.

4. FORMAT

a. Heading Line (Standard Identification).

b. Data Organization.

(1) Sequence:

(a) Major is ORC.

(b) Minor is VRC.

(2) Number of lines per page is variable.

(3) Single-spaced.

(4) Page break is on ORC.

(5) Required totals: by ORC.

NOTE: Due to the statistical methods employed in developing subject reports it is possible for BOB statistic to differ from prior COB statistic. This would be the result of reinput of a violation with change in DIC.

c. Captions of Data Elements

(1) ORC - Output Routing Code of personnel responsible for corrective or review action.

(2) VIOLATION REASON - Under the header Violation Reason there can be any VRC (appendix A-82) or Manager Notification Information Code (MNIC) (appendix A-90).

(3) OPENING BALANCE - The number of controlled violations and Manager Review Actions (DIC ZLL) recorded on the Violation Control/Suspense File, by VRC and total for ORC, at the beginning of business.

(4) NUMBER FLPS - The number of Violation Followups (appendix F-120) generated, by VRC and total for ORC, during the processing cycle.

(5) NUMBER ADDED - The number of controlled violations added to the Violation Control/Suspense File, by VRC and total for ORC, during the processing cycle.

(6) NUMBER CORR - The number of reentry documents processed, which corrected and released a controlled violation for continued processing, by VRC and total for ORC, during the processing cycle.

(7) NUMBER DELETES - The number of entries deleted from the Violation Control/Suspense File because of the following actions:

(a) A Violation Reentry Document (ZLR) that deleted a controlled violation without further processing. Totals by VRC and ORC for the processing cycle.

(b) A Manager Review Reentry Document (ZLL/ZLM) reinput for further processing. Totals by MNIC and ORC for the processing cycle.

NOTE: The Manager Review Document is placed on the Violation Control/Suspense File for followup purposes only.

(8) CLOSING BALANCE - The number of controlled violations recorded on the Violation Control/Suspense File, by VRC and total for ORC, at close of business.

## 5. DISTRIBUTION AND RETENTION

a. One copy to MSO, DSO for management quality control review. If the DSC desires, that portion which applies to SCD activity can be routed to SCD for their management review.

b. The copy routed to the processing personnel will be destroyed after it has served its purpose.

c. The copy routed for management review may be retained for use as BACKUP to any quality control studies initiated or for use in BEFORE and AFTER corrective training, comparisons.

## 6. PROCEDURES FOR REVIEW AND PROCESSING

a. The copy routed to processing personnel is furnished as information reflecting the status of controlled violations and Output Manager Review Actions charged to that individual or organization.

b. The copy routed for management review will be analyzed to determine if a backlog exists and if additional training for specific individuals or groups of personnel is required.

VIOLATION AND FOLLOWUP SUMMARY REPORT (CONT'D)

ORC ZZ		SECTION I							PAGE 5	
		VIOLATION & FOLLOWUP SUMMARY REPORT							DATE 7011	
ORC	VIOLATION REASON	OPENING BALANCE	NUMBER FLPS	NUMBER ADDED	NUMBER CORR	NUMBER DELETES	CLOSING BALANCE			
RN	AF	6		3	2	2	5			
RN	AI	3	3	3	2	1	5			
RN	AN	6	1				4			
RN	AP	1	1				1			
RN	AS	7	5				7			
RN	AU	1	1				1			
RN	AW	3					3			
RN	BJ	1	1		1		0			
	TOTAL	28	12	6	5	3	26			