

APPENDIX F118A

VIOLATION SUMMARY REPORT

1. PURPOSE

To provide management with a notification of the Status of Controlled Violations, DIC ZLR. This listing also indicates 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 VRC.

(b) Minor is DIC.

(2) Number of lines per page is variable.

(3) Singled-spaced, and double-spaced between different VRCs.

(4) Page break is on overflow, or change of ORC.

(5) Required totals: VRC with a grand total of all VRCs.

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

(2) DIC - The Document Identifier Code of the document requiring correctine action.

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

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

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

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

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

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

(8) CLOSING BALANCE - The number of controlled violations recorded on the Violation Control/Suspense File, by DIC and total for VRC at the 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 it's 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 SUMMARY REPORT (CONT'D)

SECTION II

ORC ZZ	VIOLATION REASON	DIC	OPENING BALANCE	NUMBER FLIPS	NUMBER ADDED	NUMBER CORR	NUMBER DELETES	DATE 70260	CLOSING BALANCE
	AN	AO	10	1	4	9	1		4
	AN	AL	9	2	2	6			5
	AN	ZR3	13			12			1
	AN	ZR5	0		5				5
	AN	ZSN	4	1	1	2	2		1
	TOTAL		36	4	12	29	3		16
	AY	AO	5	2		4			1
	AY	PTF	8	3	2	9	1		0
	AY	ZD6	1		8				9
	TOTAL		14	5	10	13	1		10
	GRAND TOTAL		50	9	22	42	4		26