



# Intelex User Instructions

## Nonconformances

Any Questions?

Contact information is located at the  
end of this presentation.



# Intelex User Instructions

Hello [REDACTED]

This email is to notify you that a nonconformance has been issued as a result of the recent audit performed at your facility. This non-conformance must be managed per your corrective action process. The corrective action shall include root cause analysis, containment (as required), correction, verification of correction along with the objective evidence that must be submitted to ASA for review and approval. Thank you in advance for your time and attention in this matter.

- Name of Audit: [REDACTED]
- Type of Audit: [REDACTED]
- Assigned Auditor: [REDACTED]
- Nonconformance Number: [REDACTED]
- Assigned Administrative Assistant: [REDACTED]
- Audit Date: [REDACTED]

Please [click here](#) to access the details of the audit nonconformance.

You will receive an email notifying you that a Nonconformance was issued. Click the link to view it and respond.



# Intelex User Instructions

NOTIFICATIONS HELP MARKETPLACE COMMUNITY Anthony Brigham

ASA MY TASKS MY STAFF'S TASKS MY LOCATION'S TASKS MY CALENDAR MY STAFF'S CALENDAR MY LOCATION'S CALENDAR

My Tasks Brigham Aviation Technologies

My Tasks My Email

Home > My Tasks Custom Inventory

List All Advanced Search Create New Task Actions

Location	Description	Type	Stage	Person Responsible	Due Date ^	Overdue/Upcoming
Brigham Aviation Technologies	[View]	Nonconformances	Client Investigation	Anthony Brigham	Friday, September 30, 2016 11:08:16 AM	Upcoming

Viewing 1 - 1 of 1 Records Items Displayed 20

From the My Tasks Tab, click [View] to access the Nonconformance.



# Intelex User Instructions

Submit for Auditor Approval Save Save & Exit Save & Add Entry Edit Read-Only Spell Check Cancel



## Nonconformance

Workflow Stage: Client Investigation Workflow Status: Client Investigation Person Responsible: Tony Brigham Due Date: Friday, September 23, 2016

### General

### ASA-100 Details

#### A: CAR Information

Company Name Brigham Aviation Technologies  
Company Representative Tony Brigham  
Systematic Finding

Date Tuesday, September 20, 2016  
Repeat Finding No

#### B: Finding Written by ASA Auditor

ASA-100 Section/Organization QMS Date this ASA-100 Quality System was adopted:  
Finding This is a test for training purposes.  
Objective Evidence See above

#### C: Response to Corrective Action by Customer

NOTE: Correction, Containment (as required), Similar Discrepancies, Root Cause, Corrective Actions and Follow Up Verification are required.  
Objective Evidence shall be uploaded in the Document grid section below.

Sections A and B give the information about the Nonconformance. Section C is for your response. If you do not see content for a section, click on the title and the section will open.



# Intelex User Instructions

A screenshot of the Intelex user interface. At the top, there is a dark blue navigation bar with the ASA logo on the left and menu items: NOTIFICATIONS, HELP, MARKETPLACE, and COMMUNITY. Below this is a lighter blue bar with a hamburger menu icon, HOME, MY TASKS, CALENDAR, DASHBOARD VIEWER, REPORTS, and MY EMAIL. The main content area has a grey header with 'Audits' and a dropdown arrow. Below the header is a breadcrumb trail: Home &gt; System Administration &gt; Queue Base Inventory &gt; Queue Item #1131 &gt; TALL-001-NCR-005. At the bottom of the screenshot, there are two buttons: 'Submit for Auditor Approval' and 'Edit', with the 'Edit' button circled in red. An 'Exit' link is also visible.

Click Edit at the top of the screen to enable text fields in section C.



# Intelex User Instructions

## ^ C: Response to Corrective Action by Customer

NOTE: Correction, Containment (as required), Similar Discrepancies, Root Cause, Corrective Actions and Follow Up Verification are required.  
Objective Evidence shall be uploaded in the Document grid section below.

Correction	<input type="text"/>		
Containment (as required)	<input type="text"/>		
Locate and Correct Similar Discrepancies	<input type="text"/>		
Root Cause	<input type="text"/>		
Corrective Action	<input type="text"/>		
Company Representative	<input type="text" value="Tony Brigham"/>		
Projected Completion Date	<input type="text" value=""/>	Completion Date	<input type="text" value=""/>
Follow Up Verification of Corrective Action	<input type="text"/>		
Follow Up Company Representative	<input type="text" value=""/>	Date of Verification	<input type="text" value=""/>

## Client Documents

[Attach Document](#) [Detach Document](#) [List All](#)

Attachment Name	URL
<input type="text"/>	<input type="text"/>

Click in a text field to enter text.  
Click on the calendar icon to enter a date.



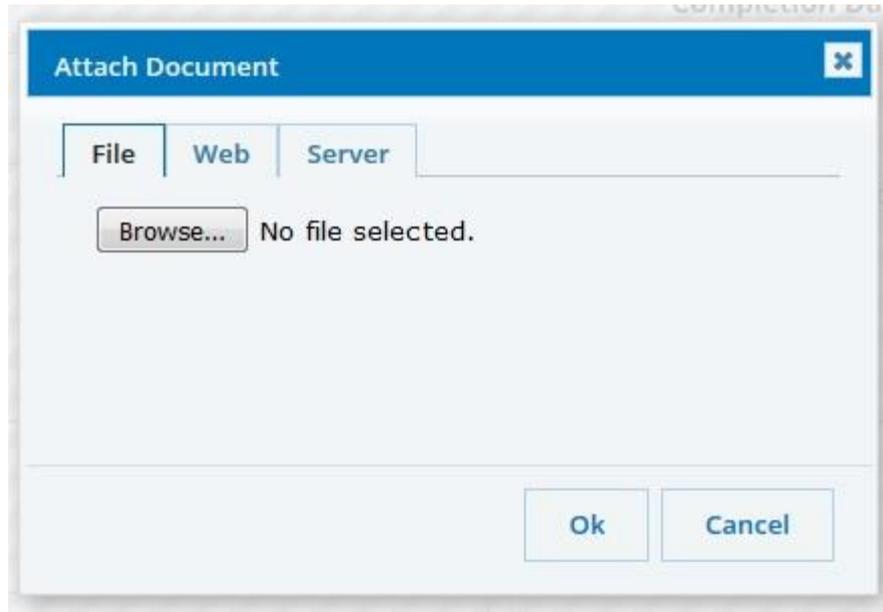
# Intelex User Instructions

A screenshot of a web interface showing the 'Client Documents' section. At the top, there is a blue circular icon with a white paperclip and the text 'Client Documents'. Below this, there are three buttons: 'Attach Document' with a blue paperclip icon, 'Detach Document' with a blue icon of a document being removed, and 'List All' with a blue hamburger menu icon. Underneath the buttons, there is a section titled 'Attachment Name' with a small square checkbox to the left of a text input field.

Scroll down to the Client Document section and click Attach Document to upload Objective Evidence Files.



# Intelex User Instructions



Click Browse to select a file and click  
Ok to upload it.



# Intelex User Instructions

Home > My Tasks > Nonconformance

 Submit for Auditor Approval  Save Save & Exit Save & Add Entry  Edit Read-Only Spell Check Cancel

Nonconformance

Workflow Stage: Client Investigation Workflow Status: (

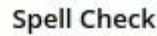
 General

Make sure to save often in case you have to exit and finish later. Save is located at the top of the page.



# Intelex User Instructions

Home > My Tasks > Nonconformance

Nonconformance

Workflow Stage: [Client Investigation](#) Workflow Status: (

 General

Submit for Auditor Approval once you are finished. You will receive a notification when the Auditor accepts the CAR; or rejects the CAR response and the reason for rejection will be stated in the reply. If the CAR response is rejected you will repeat the process outlined in this presentation.



# Intalex User Instructions

ASA is here to support you!

If you have any questions, contact us  
by phone at 202-347-6895 or by  
email at  
[auditservices@aviationsuppliers.org](mailto:auditservices@aviationsuppliers.org)