

Non-Conformance Report

NCR Number

Date Raised

Raised By

Department

Project / Reference

Location

Details of Non-Conformance

Description

Requirement (Standard/Specification)

Actual Condition

Immediate Action Taken

Immediate Action

Actioned By

Date

Root Cause Analysis

Root Cause

Corrective / Preventive Action

Corrective / Preventive Action

Responsible Person

Target Completion Date

Verification

Verified By

Date

Comments