

Non-Conformance Report (NCR)

NCR No.		Date	
Project Name			
Location			
Discipline		Reference Document	
Issued By		To	

1. Description of Non-Conformance

2. Details of Non-Conformance

Specification/Standard Reference	
Date & Time Observed	
Location	
Observed By	

3. Root Cause Analysis

4. Immediate Action Taken

5. Proposed Corrective/Preventive Actions

6. Verification of Corrective Action

Prepared By

Name & Signature

Date: _____

Reviewed By

Name & Signature

Date: _____

Approved By

Name & Signature

Date: _____