

NON-CONFORMANCE REPORT (NCR)

Contract No. : _____ Contractor : _____ NCR No. : _____
Revision No: _____

PART (A)

On _____ (Date/time of occurrence), a **Non-Conformance occurred on this Contract**. (Check the appropriate Quality Conformance Category).

- Non-Conformance to a Quality Conformance Requirement
- Deficient Material
- Deficient Workmanship
- Not meeting the requirements of Contract Documents

Contract Document Specification(s) and Clause(s) :
(Click here and enter your text)

Identify and Describe the Non-Conformance: (What is the Non-Conformance? Explain details and include Contract Document references)
(Click here and enter your text)

Non-Conformance Report initiated by: _____ (Print Name and Position)

(Signature)
(Date)

PART (B)

Cause of the Non-Conformance: (In Detail, explain what caused the Non-Conformance to occur)
(Click here and enter your text)

Extent of the Non-Conformance: (How much of the work is affected?)
(Click here and enter your text)

Proposed Corrective Action: (What do you propose to correct or mitigate the impact of the Non-Conformance? Attach additional information, as required)
(Click here and enter your text)

Proposed Preventative Measure: (What is the root cause of the issue and how will you prevent it from happening again? Attach additional information, as required)
(Click here and enter your text)

Non-Conformance Report Completed By:
(Contractor Representative) _____ (Print Name and Position)

(Signature)
(Date)

Non-Conformance Report received by:
(Contract Administrator) _____ (Print Name)

(Signature)
(Date Received)

cc: Area Manager, Construction
Contract Services Administrator
Head, Quality Assurance