NON-CONFORMANCE REPORT (NCR)[[1]](#footnote-1)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title/ Work Title** | Please write here | | | | | | | | | |
| **Contract No.** | Please write here | | | | | | | | | |
| **Employer** | Please write here | | | | | | | | | |
| **Contractor** | Please write here | | | | | | | | | |
| **Date/ Time NCR Raised** | Please write here | | **NCR Raised by** | | Please write here | | **NCR no** | Please write here | | |
| **Work Category** | Concrete | | | | | | | | | |
| **Reference Docs** | Spec division XXX | | | | | | | | | |
| **Location/ Work Item** | First floor slab | | | | | | | | | |
| **Types of**  **Non-Conformance:** | **x** | Material |  | Workmanship |  | Plant/ Equipment | | |  | Others | |
|  | Product |  | H&Safety |  | S&Environment | | |  |  | |
| **Category of**  **Non-Conformance[[2]](#footnote-2):** |  | Minor | | | | | | | | | |
|  | Major | | | | | | | | | |
| **Non-Conformance Conditions/ Description/ Details** | (Refer and note specifications, drawings, standards, procedures etc. departed from, attach photos and/or drawings if applicable) | | | | | | | | | |
| **Proposed Non-Conformance Actions/ Dispositions** |  | Conditional Acceptance[[3]](#footnote-3) | | |  | Rework | | |  | Reject/ Scrap | |
| **Feedback and/or Approval (If required)** | Please write here | | | | | | | | | |
| **Design Consultant, Practitioner** | the structural design will be re-analysed with the in-situ concrete strength achieved | | | | | | | | | |
| **QA Team Leader** | Please write here | | | | | | | | | |
| **HSSE Manager** | cordon-off the site till the result from the DP confirms it is safe to work on | | | | | | | | | |
| **Others** | Please write here | | | | | | | | | |
| **Root causes of Non-Conformance** | Inadequate quality control | | | | | | | | | |
| **Corrective Action to Prevent Recurrence** | Please write here | | | | | | | | | |

#### Proposed Disposition Action Completed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For Contractor’s Representative | |  | For Employer’s Representative | | |
| **Comments** | Please write here | | x | Acceptable | |
|  | Not Acceptable | |
| **Comments** | | Please write here |
| **Signature** |  | | **Signature** | |  |
| **NCR Verified and Closed Out Date** | | Please write here | | | |
| **Employer’s Representative** | | Please write here | | | |

1. The NCR shoud be communicated through formal letter/notices referring relevant contract clauses [↑](#footnote-ref-1)
2. This requires professional judgment depending on the project context; however, as a rule of thumb the following can   
    be used  
    **Major**- where the NC issue that resulted or could result health and safety incident or major deviation to the project   
    performance targets;  
    **Minor**: NC issue that is not considered as an immediate threat to H&S [↑](#footnote-ref-2)
3. Describe the conditions of acceptance where the non-conformance can be technically accepted but with conditions - for   
    example with payment reduction or others. [↑](#footnote-ref-3)