Non-conformance report (NCR)

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/ncr-template

NCR number	Date raised	Raised by

Project	Contract or PO number	Supplier or contractor

Location or area	Tag or item	Drawing or specification reference

1. THE NON-CONFORMANCE

Description: what was found, and which requirement it does not meet (quote the clause)

Category	
Detected at	

Immediate containment (what has been quarantined, tagged or stopped)

2. CAUSE AND DISPOSITION

Root cause

Proposed disposition	

Justification for the disposition (for use as is or repair: the engineering reason)

3. ACTIONS

Action	Description	Owner	Due date
Corrective			
Preventive			

4. VERIFICATION AND CLOSE-OUT

How the action was verified (inspection, retest, record reference)

Sign-off	Name	Signature	Date
Raised by			
Contractor QA/QC			
Client			
Closed out			

NCR register

Open: 0 Closed: 0

NCR no.	Date	Description	Tag or item	Location	Raised by	Category	Disposition	Action owner	Due date	Status	Closed