

NON-CONFORMANCE REPORT (NCR) TEMPLATE

Last Updated: February 2026

REPORT INFORMATION

NCR Number: _____
Project Name: _____
Project Number: _____
Date Identified: _____
Identified By: _____
Location/Area: _____

NON-CONFORMANCE DETAILS

Description of Non-Conformance: _____

Specification/Standard Not Met: _____

Severity: & Critical & Major & Minor

Impact Assessment: _____

Discovery Method: & Inspection & Test & Observation & Other: _____

DOCUMENTATION

Photos Attached: & Yes & No Photo Numbers: _____
Drawing References: _____
Specification References: _____
Test Results (if applicable): _____

ROOT CAUSE ANALYSIS

Immediate Cause: _____

Root Cause: _____

Contributing Factors:

1. _____ :
2. _____ :
3. _____ :

CORRECTIVE ACTION

Proposed Solution:

_____ :

_____ :

_____ :

Responsible Party: _____

Due Date: _____

Status: & Pending & In Progress & Completed

Date Completed: _____

VERIFICATION

Corrective Action Verified By: _____

Verification Date: _____

Verification Results:

_____ :

_____ :

Preventive Action Taken:

_____ :

_____ :

Closure Date: _____

SIGNATURES

Prepared By: _____

Reviewed By: _____

Approved By: _____

NOTES

Additional Notes:

_____ :

_____ :