

# 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. \_\_\_\_\_ :

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## CORRECTIVE ACTION

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Proposed Solution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsible Party: \_\_\_\_\_

Due Date: \_\_\_\_\_

Status: & Pending & In Progress & Completed

Date Completed: \_\_\_\_\_

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## VERIFICATION

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Corrective Action Verified By: \_\_\_\_\_

Verification Date: \_\_\_\_\_

Verification Results:

\_\_\_\_\_  
\_\_\_\_\_

Preventive Action Taken:

\_\_\_\_\_  
\_\_\_\_\_

Closure Date: \_\_\_\_\_

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## SIGNATURES

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Prepared By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

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## NOTES

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Additional Notes:

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