NON-CONFORMANCE REPORT (NCR)

Template provided by Jags Assurance Inc. — jagsassurance.com. Adapt field names to your own QMS document control.

1. IDENTIFICATION			
NCR number		**Date raised**	
Raised by		**Discipline / area**	
Project / contract		**Purchase order no.**	
Supplier / vendor		**Location of item**	
Item / tag / heat no.		**Quantity affected**	
2. REQUIREMENT NOT MET			
Specified requirement (drawing, spec, code, clause, PO)			
3. DESCRIPTION OF NON-CONFORMANCE			
Objective evidence of what was found (measurements, photo refs, report nos.)			
Detected at stage		**Inspection/test ref.**	
4. CONTAINMENT			
Item quarantined / tagged? (Y/N)		**Hold point applied? (Y/N)**	
Containment action and extent of check (other items of same batch verified?)			
5. DISPOSITION — select one			
Rework		**Repair**	
Use-as-is / concession		**Regrade**	
Reject / scrap		**Disposition date**	
Disposition justification and instructions			
Design authority approval		**Client approval (if required)**	
6. VERIFICATION OF DISPOSITION			
Re-inspection / re-test result and evidence			
Verified by		**Date**	
7. CAUSE & CAPA LINK			
Repeat non-conformance? (Y/N)		**CAPA / CAR no. raised**	
Cause noted (if determined at this stage)			
8. CLOSE-OUT			
Closed by		**Close-out date**	
Records filed in		**Turnover dossier ref.**	

Retention: keep the NCR, its evidence, the disposition approval and the verification record with the project quality records (ISO 9001:2015 §8.7.2).