|  |  |  |  |
| --- | --- | --- | --- |
| **Company Logo Here** | | **Non-Conformance Report**  **NCR Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| (1) **Vendor/Supplier:** | | (2) **Date:** | (3) **Page** **of** |
| (4) **PO Number:** | | (5) **Project Name:** | |
| (6) **Job Number:** | | (7) **Location:** | |
| (8) **Material Description:** | | (9) **Material Location:** | |
| (10) **Specification Section/Design Document Number:** | | | |
| (11) **Specification or Design Requirement Description:** | | | |
| (12) **Non-Conformance Description:** | | | |
| (13) **QC** **Originator Name:** | | (14) **Phone Number:** | |
| (15) **NCR Significance:** | | (16) **NCR Type:** | |
| (17) **Disposition Responsibility:** | | (18) **Due Date:** | |
| (19) **Lead QC Name:** | | (20) **Date Issued:** | |
| (21) **Interim Disposition** (if applicable): | | | |
| (22) **Block (21) Approval Name/Signature:** | | | (23) **Date Approved:** |
| (24) **Root cause and action taken to prevent recurrence** (significant or stop work only): | | | |
| (25) **Corrective Action:** | | | |
| **(26) Disposition** | | | |
| Rework | Reject/Replace | Use As Is | Other (define below) |
| **Define other:** | | | |
| (27) **Approval Name/Signature** **for Block 26:** | | | (28) **Approval Date:** |
| (29) **Completion/Verification Results:** | | | |
| (30) **QC Originator Name/Signature:** | | | (31) **Date:** |
| (32) **PM Name/Signature:** | | | (34) **Date:** |