Non-conformance report

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Identify the affected work, location, lot, material and date discovered.		
2	State the specified requirement and exact drawing or specification reference.		
3	Describe the observed deviation objectively; include measurements and evidence.		
4	Contain the issue and identify potentially affected adjacent or repeated work.		
5	Notify the responsible parties and record restrictions on further work or concealment.		
6	Investigate root cause and record supporting evidence, not only the immediate symptom.		
7	Propose disposition: rework, repair, reject or concession through authorised review.		
8	Obtain designer or other required approval before implementing a repair or concession.		
9	Implement corrective action and measures to prevent recurrence with named owners.		
10	Verify the completed action, retain evidence and obtain authorised closure.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

Non-conformance report

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / DISPOSITION AND CORRECTIVE ACTION

Deviation / requirement ref.	Containment / root cause	Disposition / approval ref.	Owner / due / verified

Approved disposition, approval reference and recurrence prevention (attach sheets if required)

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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