

NON-CONFORMANCE REPORT

QUALITY — ONE PER NCR

What was found, what was decided, what was done — closed by someone other than the fixer

KD-QA-SYS-007 Rev A0

Raise one of these when an inspection point fails outright, when work departs from the specification, or when a benchmark is not met and the area cannot simply be snagged. A snag is fixed and re-checked on the area sheet; a non-conformance needs a decision. The person who closes it must not be the person who put it right.

1 IDENTIFICATION

NCR NO.	RAISED (DATE)	PROJECT / SITE REF	PACKAGE	RAISED BY
BLOCK / LEVEL / ROOM / GRID	AREA SHEET / POINT		SPECIFICATION CLAUSE / CRITERION BREACHED	

2 THE NON-CONFORMANCE

WHAT WAS FOUND — EXTENT, MEASUREMENTS, AND HOW IT DIFFERS FROM THE SPECIFICATION OR BENCHMARK

PHOTO REFS	CAUSE (AS FAR AS KNOWN)

3 DISPOSITION — THE DECISION

- ☐ REWORK — take it out and do it again to the specification
- ☐ REPAIR — make it good to an agreed method (state below)
- ☐ USE AS IS — accepted by the client / designer as a recorded concession (signature required in section 5)
- ☐ REJECT — remove; replacement to be re-inspected from the first hold point

CORRECTIVE ACTION — WHAT WILL BE DONE, BY WHOM, BY WHEN

PREVENTIVE ACTION — WHAT CHANGES SO IT DOES NOT HAPPEN AGAIN (METHOD, MATERIALS, SEQUENCE, BRIEFING)

OWNER (NAMED PERSON)	DUE	CLIENT NOTIFIED? (DATE)	COST / PROGRAMME EFFECT NOTED?

4 CLOSE-OUT

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	AFTER PHOTO REFS

- ☐ CLOSED — re-inspected and conforms
- ☐ RETURNED — not closed; reason and new due date recorded on the register

5 RELEASE

A USE-AS-IS decision needs the client or designer's signature; every other disposition needs the reviewer's.

Reviewer:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / designer — concession (use as is only):

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-28	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.