

Non Conformance Report Form

Operators shall complete the attached Non Conformance Report where areas of non-conformance are identified as a result of inspections of operations undertaken by Contractors/Suppliers.

The report should be issued following consultation with the Contractor/Supplier Representative and an agreed time frame should be documented on this report for the rectification of issues.

The report should be signed by the Supervisor and Contractor/Supplier Representative and actioned within the agreed timeframe. Where the Contractor/Supplier does not rectify the issue within the agreed timeframe a second Non-Conformance report may be issued or Specialised Geo may consider suspension or termination of the contract if the issue is of sufficient significance.

The following information should be recorded on the Non Conformance Report:

- Details of non conformance
- Actions required
- Completion date
- Verification of completion

Details of Non Conformance

Specific details of non-conformance, which may include:

- Any plant or equipment involved
- Any chemicals or hazardous substances involved
- Work procedures not followed
- Any other physical aspects
- Nature of the risk

Actions Required

Actions agreed to by all parties following consultation, and that should adequately address the identified non-conformance. This may take the form of specific control measures and should take into account the hierarchy of controls.

Completion Date

The agreed timeframe by which the Contractor/Supplier should have implemented the actions documented in the Non Conformance Report.

The Principal/Consultant should verify that the agreed actions have taken place on or soon after the agreed Completion Date. Where the actions are complete the Operator

and Contractor/Supplier should sign the Non Conformance Form and file with Contract documentation.

Non Conformance Report			
Contract Name:		Project No:	
Contractor's Representative:		Telephone: Fax:	
Telephone: Fax:			
Signature: Date:		Signature: Date:	

Details of Non Conformance	Action Required	Completion Date	Verification of Completion
Comments:			