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| --- |
| NCR Name or Title: |
| Specification No.: **\_\_\_\_**  | Drawing No.: NA | Remedial Action Req’d By (Date): |
| *Description of Nonconformance*(to be completed and name printed by Initiator and quality manager for initiating organization)**Example: Schedule 1 clause x states that a Quality Manual will be available no later than 30 days after the Effective Date.****Quality Manual submitted 40 days after the Effective Date**Initiator: **Date**: | *Proposed Disposition (Remedial Action) (fix of problem)*(To be completed, name printed and dated by Contractor)  |
| Example: Issue the Quality Manual ASAP**Proposed Corrective Action To Prevent Recurrence:**(Use page 2 if required)Example:An agenda item will be added to the weekly project meeting ensuring that we keep on top of critical project dates.. |
| **Quality Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:**  | **Auditee (Sub or Foreman or Superintendent responding):** **Date:**  |
| **Proposed Disposition** Engineer of Record (EoR)(if required)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**Reviewed & Accepted by:** Quality Mgr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20xx |
| **VERIFICATION OF DISPOSITION (REMEDIAL ACTION)** |
| **Description of Disposition Verification:**(to be completed by Quality Manager for the responsible party)**Description of Corrective Action Verification:** | **Responsible party:** | **Date:** |
| **Quality Mgr:**(signature required when NCR is closed) | **Date:** |
| *The above QC Mgr and Proj QMgr signature verifies that the disposition has actually been performed according to the requirements noted.* |
|  |  |  |
| **Distribution for Disposition Acceptance:**  | **Distribution for Implementation & Verification:** | **NCR Status: OPEN****Final Distribution:** |

QMP 8.3.1.0 - Creating a Field Observation (Deficiency) (Digital Form) with Google Forms by James Bell.

A digital version of these forms is now available.

See link to view the video by James Bell on use of Google Forms to produce a digital checklist for your phone. Some work would be required in order to refocus the digital checklist to facilitate “Deficiencies” as detected during the course of construction.

See video. <https://www.youtube.com/watch?v=N5o2MhW939k> (You may have to copy-paste to your browser.)