|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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.)