

## 16.16 CONTRACTOR NON-CONFORMANCE FORM

<b>Report completed by:</b>	<b>Signature/ Date:</b>									
<b>Copy of this form provided to:</b> (e.g. Dioceses representative, Bishop etc)										
<b>Basis of observations:</b> (e.g.: audit, site inspection etc)										
<b>Description of Non-Conformance:</b> (i.e. person, action, product or service which does not conform or meet specified requirements)										
<b>Immediate action taken to rectify this Non Conformance:</b>										
Completed by: _____										
<b>Is further action required?</b> (Circle) <b>Yes</b> <b>No</b>										
<b>Details:</b>										
If further action is required, proposed timeframe and responsibilities:										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Action</th> <th style="width: 33%;">Timeframe</th> <th style="width: 33%;">Responsibility</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Timeframe	Responsibility							
Action	Timeframe	Responsibility								
<b>Contractor Acknowledgement of above Non-Conformance and Actions</b>										
Name: _____ Date: _____ Signed: _____										
<b>Action taken/ item closed:</b>										
Name: _____ Date: _____ Signed: _____										