# Nonconformance report (NCR)

One report per nonconformance. The item stays tagged and on hold until the disposition is approved and verified.

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|---|---|---|---|
| **NCR no.** | | **Date** | |
| **Job no.** | | **Customer** | |
| **Drawing and revision** | | **Part / item** | |
| **Heat, serial or weld no.** | | **ITP step** | |
| **Found by** | | **Found at (receiving, in process, final)** | |

| **Requirement (drawing, Code paragraph, specification or procedure)** |
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| **Nonconformance as found** |
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| **Disposition (circle one): repair / rework / use as is / reject / return to supplier. Reason:** |
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| |

| **Repair or rework procedure (for a weld repair: the repair WPS and the welder)** |
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| **Re-inspection: method, acceptance criteria and result** |
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| **Cause and corrective action** |
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|---|---|---|---|
| Disposition approved by (QC manager) · name, signature, date | Authorized Inspector (where the manual requires) · name, signature, date | Customer (where the order requires) · name, signature, date | Verified and closed by, date · name, signature, date |

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