# Non-Conformance, Corrective Action and Clearance Report

## Part 1: Detailed Observation

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Reference No. of relevant Guide/Standard/Requirement</th>
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Signed (Representative): [ ]

Signed (Team Leader/Inspector): [ ]

Date: [ ]

## Part 2: Root Cause Analysis

(Provide an analysis of the extent and cause of the nonconformity)

## Part 3: Corrective Action Taken

(Clearly indicate what corrective action was taken, and attach supporting evidence of implementation)

Date: [ ]

Signed (Representative): [ ]

## Part 4: Corrective Action Verified and Cleared

(Comment on whether the corrective action is sufficient and appropriate)

Date: [ ]

Signed: Assessor/Inspector/Expert: [ ]

## Part 5: Follow-Up at Next Assessment

(Comment on the implementation of the corrective actions)

Date: [ ]

Signed: Assessor/Inspector/Expert: [ ]