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Non-Conformance Report - LOG

NCR ID	NCR Date	NCR Status	Work Package	Location + Requirement	Quality Control References	People Control	Response / Disposition	Verification / Closure	Financial / Contractual
			Package: Trade / DIV: Activity:	Location: Drawing Ref: Spec Ref:	WIR: Test Ref: ITP (HP):	Raised By: Responsible: Severity:	MS/ SD Ref: Target Date: Eng Disposition:	Verify Date: Evidence Ref: Closure Date:	Payment Hold: Notice Ref: Notice Date:
			Package: Trade / DIV: Activity:	Location: Drawing Ref: Spec Ref:	WIR: Test Ref: ITP (HP):	Raised By: Responsible: Severity:	MS/ SD Ref: Target Date: Eng Disposition:	Verify Date: Evidence Ref: Closure Date:	Payment Hold: Notice Ref: Notice Date:
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Use this **NCR Log / Register** as the project's master tracker for all non-conformance reports. Each **row represents one NCR**; keep the **NCR ID, Date, and Status** updated so you can sort and filter easily. When an NCR is issued, copy the key details from the NCR form into the relevant cells (location, element, references, responsible party), then record the **contractor target date** and update the **status** as the response, corrective action, and verification progress. Close an NCR only when verification is completed and you have a clear **closure evidence reference** (photos/test report/re-inspection). If an NCR affects payment or escalates contractually, record the **IPC reference/amount** and any **notice reference/date**, while keeping detailed commercial and contractual tracking in their dedicated logs.