NON-CONFORMANCE REPORT (NCR)

Filled sample - honeycombing in a column. Copy this structure for your own site; only the project details change.

Project	(your project name)
Contract No.	
WBS / Scope Ref.	
To	Contractor - Site Manager
From	QA/QC Department
NCR No.	Civil/NCR-014
Date	12 November 2026
Attention	Site Manager (Contractor)
CC	Project Manager; Consultant
Subject	Honeycombing in column C-12, ground floor
Specs / Drawing	Structural drawing S-104 Rev C; concrete workmanship specification, Section 03300

DESCRIPTION OF NON-CONFORMANCE

Description	Location: Column C-12, ground floor, grid B-3, level +0.00 to +3.00 m. Honeycombing on the south face of the column, approx. 300 mm x 450 mm, depth up to 40 mm. Coarse aggregate exposed; reinforcement visible at one spot. Formwork struck on 11 November 2026.
Photo Attached	Yes - 4 nos.

Initiated by	Site Inspector - 12 November 2026
Issued by	QA/QC Engineer - 12 November 2026

DISPOSITION

Tick one	[ ] Use as is [ ] Rework [X] Repair [ ] Replace

CONTRACTOR'S RESPONSE

Analysis of Cause	Concrete not fully compacted - only one vibrator available during a fast pour; second vibrator under repair; pour checklist did not list vibrators (found by the 5 Whys).
Corrective Action	Cut back to sound concrete and repaired with approved repair mortar, in layers, as per the manufacturer's method - 14 November 2026, cured for 7 days.
Prevention Action	"Two working vibrators + one spare" added to the pre-pour checklist; pour not to start without the check signed.

ACTION VERIFIED AND NCR CLOSED

Verified Method	[X] Inspection [X] Document Review [ ] Other
Design Eng. Approval Req.	No
Verification Note	Re-inspected 21 November 2026 - repair sound, no voids, surface acceptable. Photos attached (2 nos.).

FINAL DISPOSITION

Acceptance	[ ] Not Accepted [X] Accepted by Consultant - repair concession recorded [ ] Accepted by Owner

DISPOSITION COMPLETION / CLOSURE

Contractor	Signed - 21 November 2026
Engineer Rep	Signed - 21 November 2026

ANNEXES

Reference Documents	Drawing S-104 extract; repair mortar data sheet
Photographs	4 before repair, 2 after repair

Note: the dates in this sample are illustrative - they show the sequence of a real NCR, not a real project. Every field answers a question someone will ask later; if a field is blank, the NCR is not finished.

NON-CONFORMANCE REPORT (NCR)

Blank format - print and use on site.

Project	
Contract No.	
WBS / Scope Ref.	
To	
From	
NCR No.	
Date	
Attention	
CC	
Subject	
Specs / Drawing	

DESCRIPTION OF NON-CONFORMANCE

Description	
Photo Attached	Yes / No

Initiated by	Name & Date:
Issued by	Name & Date:

DISPOSITION

Tick one	[ ] Use as is [ ] Rework [ ] Repair [ ] Replace

CONTRACTOR'S RESPONSE

Analysis of Cause	
Corrective Action	
Prevention Action	

ACTION VERIFIED AND NCR CLOSED

Verified Method	[ ] Inspection [ ] Document Review [ ] Other
Design Eng. Approval Req.	Yes / No
Verification Note	

FINAL DISPOSITION

Acceptance	[ ] Not Accepted [ ] Accepted by Owner [ ] Repair / Rework concession

DISPOSITION COMPLETION / CLOSURE

Contractor	Sign & Date:
Engineer Rep	Sign & Date:

ANNEXES

Reference Documents	
Photographs	