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Form AAP04/F/01 – Non-Conformance and Corrective Action Form				
Project(s) Title				
IPT:				
	Non-Conformance or Observation			
Non-conformance/ Observation	Major non-conformance / Minor non-conformance / Observation			
Details of the non- conformance/observation (including how identified):				
Identified by:				
Date Identified:				
	Investigation			
Completed by:				
Date:				
Details of investigation: (e.g. Why did it happen? Who or what was responsible? How serious were the actual and potential consequence(s)? Any immediate corrective action already taken?				
What is the likelihood of this happening again?	Not Possible / Unlikely / Likely / Very Likely / Almost Certain			

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Recommended Corrective, Preventive or Improvement Action				
Completed by:				
Date:				
Recommended corrective a preventive action	nd/or			
		Action to be tal	cen	
A	ction		Person responsible	Deadline
		Closure		
Completed by:				
Date				

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