

**(Section A) - NATURE OF NCR:**

NCR #: 003/20

**Actual Non-Conformity**
**Potential Non-Conformity**
☐ SUPPLIER DEFAULT ☒ INTERNAL DEFICIENCY ☐ CUSTOMER COMPLAINT ☐ OTHER ☐ PREVENTIVE ACTION

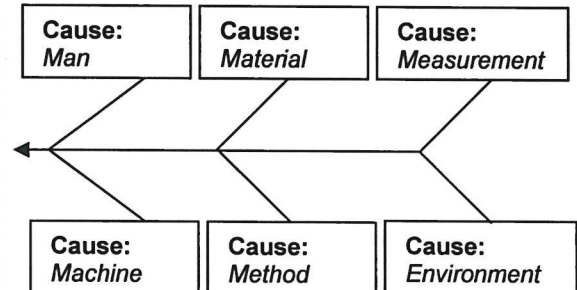
**SYSTEM AFFECTED:** ☐ ROAD TRAFFIC SAFETY ☒ ENVIRONMENTAL

**(Section B) - DESCRIPTION OF PROBLEM/ EFFECT:**

Emergency evacuation drills need to be conducted more often

**(Section C) - ROOT CAUSE ANALYSIS:**

(Mark appropriate cause)


**Details of Root Cause:** Drills not being conducted

INITIATOR: R Singh

DEPT: Management

DATE: 11/12/2020

**(Section D) - CONTAINMENT ACTION (IMMEDIATE):**
**RESP**
**TARGET DATE**
**STATUS**

1. Conduct an emergency evacuation drill

Leroy

14/11/2020

Done

2.

**(Section E) - CORRECTIVE ACTION (SHORT TERM):**
**RESP**
**TARGET DATE**
**STATUS**

1 Create an emergency drill schedule

Leroy

05/12/2020

Done

2.

**(Section F) - PREVENTIVE ACTION (LONG TERM):**
**RESP**
**TARGET DATE**
**STATUS**

1. Conduct drills every 6 months

Leroy

ongoing

Open

2.

**(Section F) - VERIFY EFFECTIVENESS OF ACTIONS TAKEN:**
☐ Problem still occurring. No noticeable differences since actions implemented

☐ Problem still occurring, however less frequently

☒ Problem still occurring very rarely

☐ Problem effectively rectified. No further occurrences since actions taken

☐ (Other)

VERIFIED BY:

DATE: