

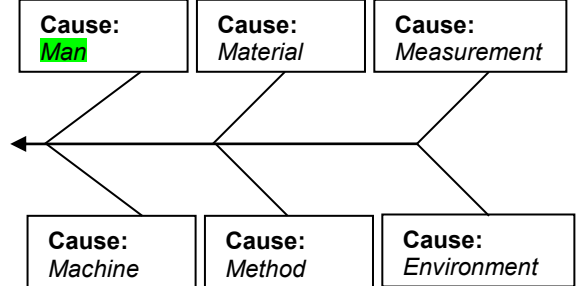
(Section A) - NATURE OF NCR:
NCR #: 20/25

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:

Total driving hours and shift hours need to be addressed and ops to ensure drivers do not exceed total driving hours

(Section C) - ROOT CAUSE ANALYSIS:
(Mark appropriate cause)

Details of Root Cause: Ops team not enforcing driving hours policy

INITIATOR: JC Auditors

DEPT: Management

DATE: 04/09/2025

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

1. Update and share driving hours policy

Leroy

14/09/2025

Done

2.

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

1 Communicate policy with drivers and enforce policy

Ops

14/10/2025

Done

2.

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

1. Monitor driving hours and address no compliant drivers

Management

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: Leroy

DATE: 04/09/2025