![KDG LOGISTICS]	**NCR FORM (NON-CONFORMANCE REPORT)**	Document No:	**ESD 006 A**

(Section A) - *NATURE OF NCR:*

NCR #: 014/22

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:*

During the audit, it was noted that emergency evacuation drills must be conducted bi-annually

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

Cause: *Man*	Cause: *Material*	Cause: *Measurement*

Cause: *Machine*	Cause: *Method*	Cause: *Environment*

Details of Root Cause: Failure to emergency evacuation drills bi-annually.

INITIATOR:	R Singh (Enviro protect)	DEPT:	Management	DATE:	09/12/2022

(Section D) - *CONTAINMENT ACTION (IMMEDIATE):*	**RESP**	**TARGET DATE**	**STATUS**
1. Conduct an emergency evacuation drill	Leroy	12/01/2023	Done
2.			

(Section E) – *CORRECTIVE ACTION (SHORT TERM):*	**RESP**	**TARGET DATE**	**STATUS**
1 Schedule emergency evacuation drills in advance.	Management	Ongoing	Open
2.			

(Section F) - *PREVENTIVE ACTION (LONG TERM):*	**RESP**	**TARGET DATE**	**STATUS**
1. Ensure compliance with scheduled drills.	Management	Ongoing	open
2.			

(Section F) - *VERIFY EFFECTIVENESS OF ACTIONS TAKEN:*

	Problem still occurring. No noticeable differences since actions implemented
x	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:	07/02/2023