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

(Section A) - NATURE OF NCR:

NCR #: 001/20

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:

Smoking area is not used correctly

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

Cause: Man — Cause: Material — Cause: Measurement

Cause: Machine — Cause: Method — Cause: Environment

Details of Root Cause: Employees smoking outside of the smoking area

INITIATOR:	R Singh	DEPT:	Management	DATE:	11/12/2020

(Section D) - CONTAINMENT ACTION (IMMEDIATE):	RESP	TARGET DATE	STATUS
1. All employees that smoke to be notified of smoking area	Leroy	11/12/2020	Done
2.			

(Section E) – CORRECTIVE ACTION (SHORT TERM):	RESP	TARGET DATE	STATUS
1 Put up smoking area signs	Leroy	10/01/2021	Done
2.			

(Section F) - PREVENTIVE ACTION (LONG TERM):	RESP	TARGET DATE	STATUS
1. Monitor employee compliance	Leroy	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:		DATE:	