

(Section A) - NATURE OF NCR:

NCR #: 005/21

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:

Spill in the yard not correctly cleaned

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

Cause:

Man

Cause:

Material

Cause:

Measurement

Cause:

Machine

Cause:

Method

Cause:

Environment

Details of Root Cause: Staff not following spillage procedure

INITIATOR: R Singh

DEPT: Management

DATE: 11/12/2020

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

1. All spills to be cleaned correctly

Leroy

Ongoing

Done

2.

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

1 Spill to be reported and documented

Leroy

Ongoing

Done

2.

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

1. All spills to be inspected after cleaning

Leroy

ongoing

Done

2.

(Section F) - VERIFY EFFECTIVENESS OF ACTIONS TAKEN:

Problem still occurring. No noticeable differences since actions implemented

Problem still occurring, however less frequently

x Problem still occurring very rarely

Problem effectively rectified. No further occurrences since actions taken

(Other)

VERIFIED BY:

DATE: