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

(Section A) - NATURE OF NCR:

	NCR #: 002/20

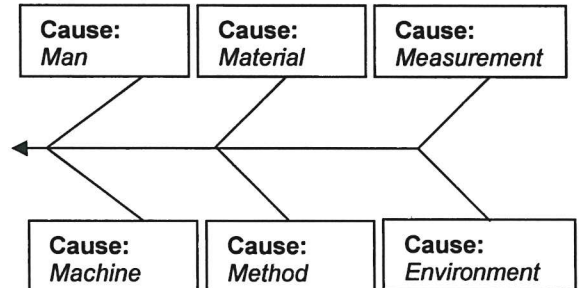| Actual Non-Conformity	Potential Non-Conformity
☐ SUPPLIER DEFAULT ☒ INTERNAL DEFICIENCY ☐ CUSTOMER COMPLAINT ☐ OTHER	☐ PREVENTIVE ACTION

SYSTEM AFFECTED :	☐ ROAD TRAFFIC SAFETY	☒ ENVIRONMENTAL

(Section B) - DESCRIPTION OF PROBLEM/ EFFECT:

Biodiversity management

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

Cause: Man | Cause: Material | Cause: Measurement

Cause: Machine | Cause: Method | Cause: Environment

Details of Root Cause: lack of landscaping on a regular basis

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

(Section D) - CONTAINMENT ACTION (IMMEDIATE):	RESP	TARGET DATE	STATUS
1. Get cleaners to conduct landscaping	Leroy	14/11/2020	Done
2.			

(Section E) – CORRECTIVE ACTION (SHORT TERM):	RESP	TARGET DATE	STATUS
1 Ensure landscaping is done monthly	Leroy	10/01/2021	Done
2.			

(Section F) - PREVENTIVE ACTION (LONG TERM):	RESP	TARGET DATE	STATUS
1. Monitor biodiversity	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
x	Problem still occurring very rarely
	Problem effectively rectified. No further occurrences since actions taken
	(Other)

VERIFIED BY:		DATE:	