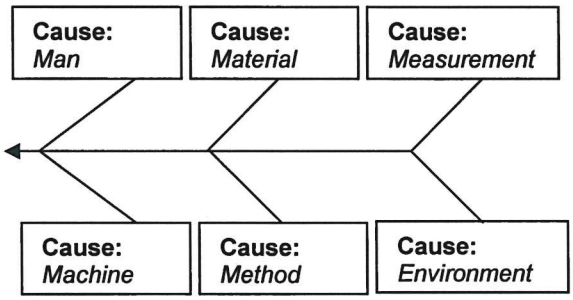
KDG LOGISTICS	NCR FORM (NON-CONFORMANCE REPORT)	Document No:	ESD 006 A

(Section A) - NATURE OF NCR:				NCR #: 004/21
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:	(Section C) - ROOT CAUSE ANALYSIS: (Mark appropriate cause)
Environmental policy training to be conducted	 **Details of Root Cause:** Environmental policy training not being conducted

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

(Section D) - CONTAINMENT ACTION (IMMEDIATE):	RESP	TARGET DATE	STATUS
1. Conduct environmental policy training	Leroy	20/11/2020	Done
2.			

(Section E) – CORRECTIVE ACTION (SHORT TERM):	RESP	TARGET DATE	STATUS
1 Ensure new employees are trained, ensure re-training every time a change is made to the policy	Leroy	05/12/2020	Done
2.			

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

VERIFIED BY:		DATE:	