**3. Non-Conformity Report (NCR)**

**Organization:** ABC Bank Ltd.  
**Project Title:** ISO/IEC 27001:2022 ISMS Audit  
**Version:** 1.0  
**Date:** [Insert Date]  
**Owner:** Internal Audit Lead

**1. Purpose**

To formally record nonconformities identified during the internal audit, assign corrective actions, and track closure.

**2. NCR Template**

| **NCR ID** | **Audit Ref** | **Nonconformity Description** | **Type (Major/Minor)** | **Root Cause** | **Corrective Action** | **Owner** | **Target Date** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NCR-001 | A.5.20 Supplier Security | No periodic vendor audits conducted | Major | Lack of vendor risk framework | Develop supplier security audit checklist, conduct quarterly reviews | Head of Compliance | 3 months | Open |
| NCR-002 | A.6.3 Awareness Training | Security training not bank-wide | Major | Limited budget & awareness | Launch mandatory e-learning training | HR Head | 2 months | Open |
| NCR-003 | 6.1.2 Risk Assessment | Risk acceptance criteria not formally approved | Minor | Delayed management review | Formal approval in next steering committee | CISO | 1 month | Open |
| NCR-004 | A.5.10 SoA | SoA not signed by top management | Minor | Oversight in governance | Escalate for sign-off in MR meeting | ISMS Lead | 2 weeks | Open |
| NCR-005 | A.8.32 Logging | Log retention not consistent across systems | Minor | No uniform log mgmt policy | Update policy to standardize retention to 1 year | SOC Lead | 2 months | Open |

**3. Conclusion**

Corrective actions will be tracked via CAPA (Corrective Action & Preventive Action) log, and verified in the next internal audit.