|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** | [Insert text here] | **Notice of Test No.** | [Insert date here] |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] | **Lot No.** | [Insert text here] |
| **Chainage** | [Insert text here] | **CAR No.** | [Insert text here] |

| Non‑conformance details: |
| --- |
| NCR No :Date: **Administrator to include other relevant information if applicable:*** **when the Non‑conformance has to be rectified**
* **whether this CAR is related to another CAR or NCR, and**
* **other communications CA had with the contractor to date**
 |
| **Issued by** |
| **Name** | **Signature** | **Date** |
|  |  |  |
| **Received by** |
| **Name** | **Contractor’s Representative** | **Date** |
|  |  |  |

| Contractor’s comments: |
| --- |
| (Immediate action to fix the problem and, if required, actions to correct cause to prevent reoccurrence. Records / analysis to be attached as appropriate.) |
|  |
| **Name** | **Signature** | **Date** |
|  |  |  |

| Administrator’s comments: |
| --- |
| (Verification of effectiveness of actions taken) |
|  |
| **Name** | **Signature** | **Date** |
|  |  |  |