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| --- | --- | --- | --- |
| **Contractor** | [Insert text here] |  |  |
| **Contract No.** | [Insert text here] | **Project No.** | [Insert text here] |
| **Project Name** | [Insert text here] | | |

| NCR # | Date received | Non‑Conformance Category (✓) | | | Details of Non‑Conformance | Outcome (record date in relevant column) | | | Corrective Action Request (CAR) No. (Principal must approve if a reduced level of service is to be accepted. Include evidence of agreement) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Incidental | Minor | Major | Accepted – As Is | Accepted – Reduced Level of Service (update Variation Register) | Rejected |
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