

Attachments for Procedure CA/37

SF/CA 37/ 01 NON CONFORMANCE NOTICE (NCN)

Project Name :

Contract Name :

Contract No :

The Contractor is hereby instructed to propose remedial on the following non-conformances, details of which are given below:

1. To be filled by the Engineer/Engineer's Assistants		
A	Serial No. allocated	
B	Location of the non-conformance	
C	Date of Reporting	
D	Description of the non-conformance	
E	Date of NCN	
F	Deadline for taking action	

2. To be filled by the Contractor		
A	Investigations/Tests Required	
B	Root cause for the non-conformance	
C	Remedial Action proposed	
D	Date of proposal	
E	Scheduled date for completion of remedial action	

3. Approval for Remedial Action and close up of the Remediation process			
A	Approval for proposed Remedial Action		
B	Implementation of Remedial Action		
C	Date of completion of Remedial Action		
D	Close out of Remedial Action		
E	Scheduled date for completion of remedial action		

SF/CA 37/ 02 CORRECTIVE ACTION REQUEST (CAR)

Project Name :

Contract Name :

Contract No :

The Contractor is hereby instructed to propose corrective action on the following non-conformances, details of which are given below:

1. To be filled by the Engineer/Engineer's Assistants		
A	Serial No. allocated	
B	Description of the non-conformance	
C	NCN No.	
D	Date of CAR	
E	Deadline for taking action	

2. To be filled by the Contractor		
A	Investigations/Tests Required	
B	Root cause for the non-conformance	
C	Corrective Action proposed to prevent reoccurrence	
D	Date of proposal	
E	Scheduled date for completion of corrective action	

3. Approval for Corrective Action and close up			
A	Approval for proposed Corrective Action		
B	Implementation of Corrective Action		
C	Date of completion of Corrective Action		
D	Close out of Corrective Action		

SPECIMEN LETTER : SL/CA 37/ 01 – REVIEW CONTRACTOR'S QUALITY ASSURANCE SYSTEM & QUALITY PLANS

Subject: Review of the Contractor's Quality Assurance System & Quality Plans

We refer to your letter Ref: _____ dated _____, within which you have submitted your Quality Assurance System & Quality Plans, for our information.

We have reviewed your Quality Assurance System & Quality Plans, and we have no objections for you to implement said system for this Contract.

Thanking you.

Yours faithfully,

cc:

SPECIMEN LETTER : SL/CA 37/ 02 –CONTRACTOR'S QUALITY ASSURANCE SYSTEM & QUALITY PLANS

Subject: Acceptance of the Contractor's Quality Assurance System & Quality Plans

We refer to your letter Ref: _____ dated _____, within which you have submitted your Quality Assurance System & Quality Plans, for our acceptance.

Upon reviewing your Quality Assurance System & Quality Plans, we have following comments/concerns regarding the same:

1.

Thanking you.

Yours faithfully,

cc:

