

# WCEF-FORM-SUP-0005 Supplier Non-Conformance Report

Please use this form as response to all Supplier Non-Conformances.

**NOTE:** Supplier acknowledgement of receipt is required within 2 business days of issue by returning the NCR complete with team member name(s) and job title(s) in step 1. NCR completion (steps 3 to 7) is required within 10 business days of issue unless a request for extension is approved by CSBP. Information not fitting on this form should be added by attaching the necessary documents.

General Information		
<b>Supplier</b>		
<b>Severity on Non Conformance</b> <i>NCR Rating and Score Severity to be assessed <b>WCEF-PD-SUP-0013</b> and in consultation with RO, Procurement &amp; Quality after Non-Conformance description developed and considered against impact.</i>	<b>NCR RATING</b>	<b>SCORE SEVERITY</b>
	HIGH	7 – 10
	MEDIUM	4 – 6
	LOW	1 – 3
<b>Date of incident</b>		
<b>Cintellate incident #</b>		
<b>SNCR #</b>		
<b>Contract #</b>		
<b>Purchase Order # /Work order #</b>		
<b>CSBP Contact</b>		
<b>Supplier Contact</b>		
<b>Date of Issue</b>		

1. Define the Team				
Name	Company	Job Title	Approval signature	Date
	CSBP			
	CSBP			
	CSBP			
	CSBP			
	Contractor			
	Contractor			

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## 2. Non-Conformance

Type	Quality
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Description:

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**3. Containment and Interim Corrective Actions:**

*The Contractor to Identify and describe actions taken. Associated Costs impacting WesCEF will be provided at completion of this step*

**4. Root Cause Analysis:**

*The Contractor to list methodology to determine root cause and provide summary outcome of the analysis.*

**5. Identify and Implement Permanent Corrective Actions:**

*The Contractor to summarise of permanent corrective actions.*

**6. Verify Corrective Action Effectiveness:**

*The Contractor to describe verification actions taken, closure date, responsible person, and result.*

**7. Prevent Reoccurrence:**

*The Contractor to describe all like or related documents created, revised, and/or updated (name, number, date, and revision) to ensure a standardised and sustainable permanent solution.*

**8. Team Recognition:**

Are all actions complete? Yes/No  
 Are all costs identified and finalised? Yes/No  
 Have all Team Members approved the Corrective Action(s) in step 1? Yes/No  
 If Yes to all questions above, Congratulate the Team.

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