CONTRACTOR MANAGEMENT ATTACHMENT 9

***SECTION 3*** *Framework for Health and Safety Management*

NON-CONFORMANCE REPORT TEMPLATE

##### This template should be used by the organization’s responsible person to record contractor non-conformances and detail agreed corrective actions. One copy should be left with the contractor with the other kept on file.

***ATTACHMENT***

|  |
| --- |
| **DATE:** |
| Contractor Details |  | Responsible Person Details |  |
| Contractor Company: |  | Name: |  |
| Contract Name/Project: |  | Department: |  |
| Contact Name: |  | Position: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Signature: |  | Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DETAILS OF NON CONFORMANCE** | **IMMEDIATE ACTIONS TAKEN** | **CORRECTIVE ACTIONS REQUIRED** | **TARGET COMPLETION DATE** | **VERIFICATION OF COMPLETION** |
|  |  |  |  |  |

##### Serious or repeated breaches of required HS standards or legal obligations may result in the issue of a formal contract breach notification.