

# Project Non-Conformance Report

**To:** [Contractor's Name]

**From:** [Your Name]

**Date:** [Date]

**Project:** [Project Name]

**Report Number:** [Report Number]

## 1. Description of Non-Conformance

[Detailed description of the non-conformance issue, including what was found and its implications.]

## 2. Evidence

[Attach or refer to any evidence that supports the claim, such as photographs, reports, or inspections.]

## 3. Immediate Actions Taken

[Detail any immediate actions taken to rectify the non-conformance.]

## 4. Proposed Corrective Actions

[Outline proposed corrective actions and timeline for their implementation.]

## 5. Background/Context

[Provide background context to the specific issue, including relevant project standards or requirements.]

## 6. Conclusion

[Summarize the importance of addressing the non-conformance and consequences of failing to do so.]

**Signature:** [Your Signature]

**Title:** [Your Title]