



**NON-CONFORMITY (NC), CORRECTIVE
ACTION (CA) AND CLEARANCE REPORT
(Version 04.1)**

NC Report no.:

Entity (applicant or Independent):

UNFCCC ref. no.:

Name of the Entity Representative who receives the finding description:

Non-conformity / Observation
(strike-off as appropriate)

**Section/Subsection of the JI
Accreditation Standard:**

**Paragraph number(s) of
relevant requirement(s):**

PART 1: DETAILED DESCRIPTION OF FINDING:

Signature of Entity Representative:

Date

Signature of JI-AT Team Leader:

Date

.....

/ /

.....

/ /

PART 2: ANALYSIS AND ACTION PROPOSED BY THE ENTITY:

2. (a) SUMMARY OF ROOT CAUSE ANALYSIS

2. (b) CORRECTIVE ACTION (as applicable)

2. (c) CORRECTION (as applicable)

**Proposed date for completion of
proposed action**

/ /

.....
Name and signature of Entity Representative:

PART 3: ASSESSMENT OF PROPOSED CORRECTIVE ACTION:

Accepted (Please move to the part 6 below, if the CA is accepted.) Not Accepted

Date: / /

Signature: _____
JI-AT Team Leader/ Member

PART 4: FURTHER CORRECTIVE ACTION PROPOSED BY THE ENTITY:

4. (a). SUMMARY OF ROOT CAUSE ANALYSIS

4. (b) CORRECTIIVE ACTION (as applicable)

4. (c) CORRECTION (as applicable)

Proposed date for completion of proposed action

/ /

.....
Name and signature of Entity Representative:

PART 5: FURTHER ASSESSMENT OF PROPOSED CORRECTIVE ACTION:

Accepted Not Accepted

Date: / /

Signature:.....
JI-AT Team Leader/ Member

PART 6: CORRECTIVE ACTION IMPLEMENTED AND COMPLETED (report by Entity Representative, use separate sheet if necessary):

Date: / /

Signature:
Entity Representative

PART 7: VERIFICATION OF IMPLEMENTED CORRECTIVE ACTION:

Closed Not Closed (Please complete the part 8 and 9 below, if the NC is not closed.)

Date: / /

Signature:
 JI-AT Team Leader/ Member

PART 8: CORRECTIVE ACTION FURTHER IMPLEMENTED AND COMPLETED (report by Entity Representative, use separate sheet if necessary):

Date: / /

Signature:
 Entity Representative

PART 9: RE-VERIFICATION OF IMPLEMENTED CORRECTIVE ACTION:

Closed Not Closed

Date: / /

Signature
 JI-AT Team Leader/ Member

History of the document

Version	Date	Nature of revision
04.1	10 July 2012	Editorial changes to include new logo and other improvements
04		
03		
02	27 May 2011	JI-AP 25.
01	10 Oct 2006	JI-AP 02. Initial adoption in accordance with paragraph 09 of the fifth meeting of the JISC
Decision Class: Regulatory Document Type: Form Business Function: Accreditation		