

Non-Conformance Report (NCR)

Records work that does not meet the drawings or specification, and how it was fixed

NCR no.	NCR-003
Date found	10-Oct-2026
Raised by	Structural engineer
Location	Ring beam, rear elevation (gridline 4)

1. NON-CONFORMANCE

Concrete cover to ring beam reinforcement measured at 10-15mm on the outer face. Specification requires 25mm minimum. Two spacer blocks missing over a 3m length.

Classification	Major / Minor
Spec / drawing ref.	S-201 General notes, cl. 4.2
Work affected	Ring beam 3m length
Discovered by	Inspection before plastering

2. IMMEDIATE CONTAINMENT

Plastering on the rear elevation stopped. Area marked and photographed.

3. ROOT CAUSE

Spacer blocks not tied securely; dislodged when concrete was poured from height. No check of cover by the supervisor before the pour.

4. CORRECTIVE ACTION

Action	Detail	Due date
Repair	Apply 15mm polymer-modified repair mortar over affected length to reach 25mm cover	15-Oct-26
Prevent repeat	Concrete spacers tied at max 1m centres; supervisor checks cover on every pour (add to pre-pour checklist)	14-Oct-26

5. VERIFICATION & CLOSE-OUT

Verified by	
Date verified	
Cost of repair (₦)	₦38,000
Charged to	Contractor

Raised by	Contractor	Closed by
Name:	Name:	Name:
Date:	Date:	Date:

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