

Defect and Non-Conformance Inspection Report

Project Name	Sample Construction Project	Date	2024-06-13
Location	Main Site - Block A	Report No.	DNCR-024-001
Inspected By	Jane Doe	Department	Quality Assurance

Defect / Non-Conformance Details

Description of Defect/Non-Conformance	Paint peeling off at wall surface, area approximately 3 sqm in corridor Level 2.
Date Identified	2024-06-12
Reference Drawing/Specification	Architectural Drawing A-122, Section 4; Specification Sec. 09 91 23
Severity	Minor
Location of Defect	Corridor, Block A, Level 2
Photos/Evidence Attached	Yes

Immediate Actions Taken

Action Description	Area clearly marked and secured. Contractor notified and instructed to halt further finishing works in adjoining sections until inspection and corrective action.
Responsible Person	John Smith (Contractor Site Supervisor)

Corrective/Preventive Actions

Action Required	Remove defective paint completely, check substrate for moisture, and repaint as per approved system.
Target Completion Date	2024-06-16
Verified By	QA Engineer

Signature

Inspector's Name & Signature	Jane Doe _____
Date	2024-06-13
Contractor's Representative & Signature	John Smith _____
Date	2024-06-13

Important Notes

- This report must be completed and distributed immediately after detecting any defects or non-conformance.
- Attach all supporting evidence including photos, specifications, or drawing references.
- Document all corrective/preventive actions and obtain signatures from all responsible parties.
- Maintain accurate records for traceability, audits, and continual improvement.
- Failure to address defects promptly may impact project timelines and acceptance.

