



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

NC Report no.:

Entity (applicant or operational):

UNFCCC ref. no.:

Name of the Entity Representative who receives the finding description:

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

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

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

PART 1: DETAILED DESCRIPTION OF FINDINGS

Signature of Entity Representative:

Date:

**Signature of CDM-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:
CDM-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:
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PART 5: FURTHER ASSESSMENT OF PROPOSED CORRECTIVE ACTION

Accepted

Not Accepted

Date: / /

Signature:
CDM-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:
CDM-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:
CDM-AT Team Leader/ Member

History of the form

Version	Date	Nature of revision
04.1	20 April 2012	Editorial changes to include new logo and other improvements.
04	20 January 2011	Revision of the form to incorporate operational steps implemented in the accreditation workflow and editorial review.
03	01 July 2009	Revision of the title and part 2 to include the root cause analysis and correction.
02	13 June 2006	Revision of the clarification of non-conformity.
01	02 August 2002	Initial document.
Decision Class: Regulatory Document Type: Form Business Function: Accreditation		