



**NON-CONFORMITY (NC), CORRECTIVE
ACTION (CA) AND CLEARANCE REPORT
(Version 06.0)**

NC report no.:	
Entity name	
UNFCCC entity ref. no.	
Entity representative who receives the finding description	
Paragraph number(s) of relevant requirement(s):	
Section/subsection of the CDM accreditation standard	
SECTION 1: DESCRIPTION OF THE NC	
SECTION 1.1: DETAILED DESCRIPTION OF FINDINGS¹	
SECTION 1.2: DETAILED DESCRIPTION OF THE EVIDENCE²	
Date and signature of entity representative:	
Date and signature of CDM-AT leader:	
SECTION 2: REQUEST FOR REVIEW BY THE ENTITY	
Reasons/justification	
Date	
CDM-AP response	
Date:	
SECTION 3: ANALYSIS AND ACTION PROPOSED BY THE ENTITY	

¹ Include the NC statement, the requirements against which the NC is raised and the assessment evidence.

² The purpose of this sub-section is to further describe the assessment evidence in support of the NC. A detailed description of the assessment evidence is an integral part of the NC and particularly relevant to performance assessments. If the CDM-AT does not consider this sub-section to be applicable, insert "N.A.". Document the evidence in sufficient detail for the AE/DOE to understand the NC and to understand exactly what the CDM-AT observed, thereby enabling the AE/DOE to propose and implement an appropriate root cause analysis, corrective actions and corrections.

3. (a) Summary of the root-cause analysis

3 (b) Corrective action (as applicable)

3. (c) Correction (as applicable)

Proposed date for completion of proposed action	 Name and signature of the entity representative
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SECTION 4: ASSESSMENT OF PROPOSED CORRECTIVE ACTION

Accepted (Please move to part 7)
 Not accepted

Date: _____ Signature: _____
CDM-AT leader/member

SECTION 5: FURTHER CORRECTIVE ACTION PROPOSED BY THE ENTITY

5. (a) Summary of the root-cause analysis

5. (b) Corrective action (as applicable)

5. (c) Correction (as applicable)

Proposed date for completion of proposed action	 Name and signature of entity representative
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SECTION 6: FURTHER ASSESSMENT OF PROPOSED CORRECTIVE ACTION

Accepted
 Not accepted

Date: _____ Signature: _____
CDM-AT leader/member

SECTION 7: CORRECTIVE ACTION IMPLEMENTED AND COMPLETED (report by the entity representative, use separate sheet if necessary)

Date: _____ Signature: _____
Entity representative

PART 8: VERIFICATION OF IMPLEMENTED CORRECTIVE ACTION

Closed
 Not closed (Please complete part 9 and 10)

Date: _____ Signature: _____
CDM-AT leader/member

PART 9: CORRECTIVE ACTION FURTHER IMPLEMENTED AND COMPLETED (report by entity Representative, use separate sheet if necessary)

Date: _____	Signature: Entity representative
PART 10: RE-VERIFICATION OF IMPLEMENTED CORRECTIVE ACTION	
<input type="checkbox"/> Closed <input type="checkbox"/> Not closed	Date: _____
Signature: CDM-AT leader/member	

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
06.0	13 February 2015	“Detailed description of the evidence” added to Section 1.
05.0	30 April 2014	Revision to: <ul style="list-style-type: none"> Align and improve according to version 11.0 of <i>CDM accreditation procedure</i>; Change the reference number from <i>F-CDM-NC</i> to <i>CDM-NC-FORM</i>
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 publication.
Decision Class: Regulatory Document Type: Form Business Function: Accreditation Keywords: accreditation assessment, non-conformity		