

	
NON-CONFORMITY (NC), CORRECTIVE ACTION (CA) AND CLEARANCE REPORT (Version 01.0)	
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 A6.4 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 A6.4-AT leader:	
SECTION 2: REQUEST FOR REVIEW BY THE ENTITY	
Reasons/justification:	
Date:	
A6.4-AEP response:	
Date:	

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 A6.4-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 A6.4-AT observed, thereby enabling the AE/DOE to propose and implement an appropriate root cause analysis, corrective actions and corrections.

SECTION 3: ANALYSIS AND ACTION PROPOSED BY THE ENTITY		
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
SECTION 4: ASSESSMENT OF PROPOSED CORRECTIVE ACTION		
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Accepted (Please move to part 7) <input type="checkbox"/> Not accepted </div> <div style="display: flex; justify-content: space-between;"> Date: Signature: A6.4-AT leader/member </div>		
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 the entity representative
SECTION 6: FURTHER ASSESSMENT OF PROPOSED CORRECTIVE ACTION		
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Accepted <input type="checkbox"/> Not accepted </div> Date: _____ Signature: _____ <div style="text-align: right; margin-right: 100px;">A6.4-AT leader/member</div>		
SECTION 7: CORRECTIVE ACTION IMPLEMENTED AND COMPLETED (report by the entity representative, use separate sheet if necessary)		
Date: _____ Signature: _____ <div style="text-align: right; margin-right: 100px;">Entity representative</div>		
PART 8: VERIFICATION OF IMPLEMENTED CORRECTIVE ACTION		
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Closed <input type="checkbox"/> Not closed (Please complete part 9 and 10) </div> Date: _____ Signature: _____ <div style="text-align: right; margin-right: 100px;">A6.4-AT leader/member</div>		
PART 9: CORRECTIVE ACTION FURTHER IMPLEMENTED AND COMPLETED (report by entity Representative, use separate sheet if necessary)		
Date: _____ Signature: _____ <div style="text-align: right; margin-right: 100px;">Entity representative</div>		
PART 10: RE-VERIFICATION OF IMPLEMENTED CORRECTIVE ACTION		
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Closed <input type="checkbox"/> Not closed </div> Date: _____ Signature: _____ <div style="text-align: right; margin-right: 100px;">A6.4-AT leader/member</div>		

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
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