

		NON-CONFORMITY (NC), CORRECTIVE ACTION (CA) AND CLEARANCE REPORT (Version 01.1)	
NC report no.:	NC	<input type="checkbox"/>	
	Major NC	<input type="checkbox"/>	
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 Describe the assessment evidence in support of the NC. A detailed description of the assessment evidence is an integral part of the NC 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


Accepted (Please move to part 7)



Not accepted

Date:

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

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Document information

Version	Date	Description
01.1	9 October 2024	Editorial revision to include the classification of the NC and to enhance the clarity of footnotes 1 and 2.
01.0	24 April 2024	Initial publication.
Decision Class: Regulatory		
Document Type: Form		
Business Function: Accreditation		
Keywords: A6.4 mechanism, accreditation assessment, corrective actions, non-conformity		