

**Non-Conformity and Rectification Reports**

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**PART 1**

Site Address : \_\_\_\_\_

**Record of Non-Conformity**

Date discovered : \_\_\_\_\_

Details : \_\_\_\_\_

\_\_\_\_\_

Signature : \_\_\_\_\_

Name of TCP<sup>1</sup> : \_\_\_\_\_

Grade & Stream : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_

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**PART 2**

**Record of Rectification Works**

Instruction for rectification given to : \_\_\_\_\_(name<sup>1</sup>)

(Stream : \_\_\_\_\_, Grade of TCP \_\_\_\_\_) on \_\_\_\_\_(date).

Details of Instruction : \_\_\_\_\_

\_\_\_\_\_

Rectification works certified completion on \_\_\_\_\_(date).

Signature : \_\_\_\_\_

Name of AP/RSE/RGE\* : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_

c.c. Building Authority

\* Delete if inapplicable

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<sup>1</sup> Full name of the TCP as provided in the supervision plan.