



NON COMPLIANT WORKS PROCEDURE

This procedures form should be used for correctly filling out NON COMPLIANT WORKS REPORT FORM

Work Originally performed for Company: *Who was the lead contractor for this work*

Site Address: *Where was this work performed.*

Reported by:

Was this work reported by our employee, our contractor/outside contractor/ or other Company

Notification to: *Who was informed of non compliance*

Original Job Description: *What was the work we performed/quoted to perform*

- This work requires completion. *Work was unfinished on the day*
- This work was completed but has been rejected.
 - Workmanship not up to standard. *Complaint was received about our workmanship or incorrect workmanship*
 - Work not completed as quoted. *Complaint was about work not being as quoted*
 - Other: *Complaint was of another nature*

Further work required: what has been perceived as not finished or finished badly

Person required: *If we know who is required, if not check worksite then action work*

Work Actioned by: *Who has been given the job of ensuring work is completed/checked etc*

<input type="checkbox"/> Internal Action required <i>Person actioning work fills this information</i> Corrective Completion: <i>employee performing work fill this information</i>
<input type="checkbox"/> External Action required <i>Person actioning work fills this information</i> Corrective Completion: <i>contractor performing work fill this information</i>

Completion

Additional work does **not** need to be checked: *signed by person who actioned work satisfied work is complete, then fill out Notification of Completion section*

This work does need to be checked. *Not satisfied work is finished to standards and needs to be checked*

Actioned to: *who will be responsible that the work is checked*

Checked by: *who has checked the work for conformity.*

*Check **ok** box if ok, fill out Notification of Completion section*

*Check **reject again** box if not ok, fill out Notification of Rejection section and ensure another **non compliant Form** is actioned*