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## QUALITY ASSURANCE PROCEDURES

### OCCURRENCE / NON-CONFORMANCE REPORT

(Occurrence is an activity etc. not detailed in Specification, however is deemed to have an impact on the project.)

<b>PROJECT:</b>	<b>NAMES: (please print)</b>
<b>PROJECT ADDRESS:</b>	<b>Applicator Employee:</b>
<b>PROJECT TYPE (eg. XYPEX ADMIX, CONCENTRATE DS1)</b>	
<b>DESCRIPTION OF AREA AND PLAN REFERENCE:</b>	
<b>Note: separate form to be completed for each pour.</b>	
<b>NATURE OF OCCURRENCE OR NON-CONFORMANCE: (eg. Concrete pump breakdown – xx minute delay, possible cold joint)</b> ..... ..... .....	
<b>OCCURRENCE NON-CONFORMANCE REPORTED TO :</b> <b>NAME:</b> ..... <b>POSITION:</b> ..... <b>CONTACT No:</b> ..... <b>ACTION TAKEN:</b> ..... ..... ..... .....	
<b>SIGN OFF SECTION:</b> <b>APPLICATOR:</b> ..... <b>SITE SUPERVISOR:</b> ..... <b>PRINT NAME:</b> ..... <b>PRINT NAME:</b> ..... <b>DATE OF REPORT:</b>	