Vessel and Equipment Non-Conformance Report Template
Comprehensive Vessel and Equipment Non-Conformance Report Template

1. Company Details:
   1.1 Company Name:
   1.2 Address:
   1.3 Contact Number:
   1.4 Email Address:

2. Vessel Details:
   2.1 Vessel Name:
   2.2 Vessel Type:
   2.3 Identification/IMO Number:
   2.4 Location at Time of Non-Conformance:

3. Equipment Details:
   3.1 Equipment Name/Type:
   3.2 Manufacturer:
   3.3 Model/Serial Number:
   3.4 Location on Vessel:

4. Non-Conformance Details:
   4.1 Date and Time of Detection:
   4.2 Reported By (Name and Position):
   4.3 Detailed Description of Non-Conformance:
   (Specify deviations from standards, procedures, specifications, or regulations)

5. Immediate Action Taken:
   5.1 Action Taken by (Name and Position):
   5.2 Description of Immediate Action:
   (Detail any immediate measures implemented to mitigate the non-conformance)

6. Impact Assessment:
   6.1 Safety Impact:
   (Describe any actual or potential impact on the safety of the vessel, personnel, or environment)
   6.2 Environmental Impact:
   (Detail any actual or potential environmental repercussions)
   6.3 Operational Impact:
   (Outline any impact on the vessel’s operational capability or performance)
7. Photographic and Documentary Evidence:

7.1 Attachment(s):
(Attach photographs, diagrams, and any other documents that provide additional information or evidence regarding the non-conformance)

8. Corrective and Preventative Actions:

8.1 Proposed Corrective Actions:
(Describe the planned corrective actions to remedy the non-conformance)
8.2 Responsible Person/Department for Implementation:
8.3 Expected Completion Date:
8.4 Status of Actions:
8.5 Preventative Actions:
(Outline the actions planned to avoid recurrence of the non-conformance)

9. Approvals:

9.1 Prepared by:
- Name:
- Position/Title:
- Signature:
- Date:

9.2 Reviewed by:
- Name:
- Position/Title:
- Signature:
- Date:

9.3 Approved by:
- Name:
- Position/Title:
- Signature:
- Date: