

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: