

Company:	Branch:	Date sent:	Date received by Inspire:
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No.	Section in report (Inspire to complete)	Description of NC (Inspire to complete)	Root cause and corrective actions/plan Information to be supplied by branch.	Corrective Action Information to be supplied by branch.	Completed or Planned Completion date
1	Workshop Equipment Air lines for inflating tyres	The nonconformity is that there was evidence of the control valve being held open by cable tie or similar restraint with the potential for the inflating tyre to be left unattended.	<b>1. Was it a management failing? (e.g. training, SSOW, procedures?)</b> Depot does not have a SSOW for tyre pressure equipment. Or SSOW 25 was not followed by technicians.	<b>1. What will you do to rectify the management failing?</b>  SSOW 25 uploaded to EW and assigned to technicians  TBT re-issued to technicians	15/09/2021
			<b>2. Was it a planning failing? (planned servicing/maintenance, risk assessment?)</b> There was no RA for tyre inflation equipment. Or Depot monthly checklist does not include tyre inflation equipment.	<b>2. What will you do to rectify the planning failing?</b>  RA to be documented.  Tyre inflation equipment check added to branch monthly checks	15/09/2021
			<b>3. Was it an organisation failing? (roles/responsibilities/human error)</b> Supervisor was unaware of tyre pressure standard. Or Technician were modifying tyre pressure equipment without authorisation.	<b>3. What will you do to rectify the organisation failing?</b>  Supervisors trained in SSOW 25  Toolbox talk issued to technicians	15/09/2021

NC must be closed by the planned completion date; a valid reason must be applied to those not closed and confirmation must be supplied by GM.

Completed forms must be returned to Inspire within 30 days, failure to close a NC will result in a Major NC assigned to your branch.

### ***Explanation of root cause and corrective action;***

**Root cause** - The fundamental reason for the occurrence of a problem.

**Corrective action** - Action to eliminate the cause of a nonconformity and to prevent recurrence.