

Table 9.1 Event Action Plan for Non-compliance

Step	Day	Action	Contractor/ET	ER	IEC
1.	1	Create a new non-compliance record within 1 working day after making an observation during a site audit accompanied by Site Agent or his delegate. ET sends a Notice of Non-Compliance (NNC) to the Contractor, ER and IEC. The NNC would include the observations and the reasons for non-compliance.	■		
2.	2	Propose corrective actions within 1 working day after the receipt of the NNC.	■	□	
3.	2	Review and agree with the proposed corrective actions and make additional recommendations as required.		■ □	■ □
4.	2	Implement the proposed corrective actions once they have been agreed.	■		
5.	-	Check the implementation of the corrective actions at the next site audit. Close the non-compliance record if the implementation of the corrective actions is satisfactory.	■ □		
6.	-	Propose preventive actions within 3 working days after the closure of the non-compliance record.	■	□	

■ action party

□ comments on the non-compliance record where applicable.

ET – Environmental Team

IEC – Independent Environmental Checker

ER – Engineer's Representative