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| --- | --- | --- | --- |
| Contract Number/Type (PO or WO – please specify): |       | Date: |       |
| Supplier Name: |       | Email: |       |
| Address: |       | Attention: |       |
| **Type of Work:** | [ ]  Goods [ ]  Services [ ]  Consulting [ ]  Construction-related [ ]  Other |
| If other please explain: |       |
| Location of the work: |       |
| **Nonconformance Type**: | [ ]  Quality [ ]  Quantity [ ]  Delivery [ ]  Other |
| If other please explain: |       |

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| SECTION 1A – IDENTIFICATION OF ISSUETo be completed by BC Housing initiating department/area and sent to the Supplier. Provide as much detail as possible on the nonconformance (problem). |

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| Initiator Name: |       |
| Initiator Department: |       |
| Description of Problem:What occurred?Where did it occur?When did it occur?Who did it impact?What is the severity of the impact?What costs were incurred?What delays were incurred? |       |

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| SECTION 1B – SUPPLIER RESPONSETo be completed by the Supplier and returned to the BC Housing Initiator by email within 24- 48 hours of notification of issue. |

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| Supplier explanation for the cause of the non-conformance (problem) and resolution plan  |       |

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| Supplier Acknowledgment:  |       | Date: |       |

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| SECTION 2 – CORRECTIVE ACTIONTo be completed by BC Housing when a supplier nonconformance results in the need to implement corrective action to prevent recurrence To be completed by the BC Housing Initiator within 72 hours of notification of issue and sent to supplier.  |

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| Defined Root Cause of nonconformance (to be determined with the supplier) |       |
| Preventative / Corrective Action to be implemented by the SupplierWhat will be done?When will it occur?Who will it impact?How will results be monitored? |       |

**Note: If supplier fails to respond/acknowledge receipt of this form or provides an unsatisfactory response to the proposed Corrective Actions, please contact Supply Chain Management who will assume responsibility over this supplier Issue**

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| Supplier Acknowledgment:  |       | Date of Completion: |       |
| BC Housing Supply Chain review: |       |  |  |