

Non-Conformance Report Template for Manufacturing Professionals



Non-Conformance Report Template

General Information:

- NCR Number: _____
- Date of Identification: _____
- Department/Area: _____
- Identified By: _____
- Contact Information: _____

Description of Non-Conformance:

- Non-Conformance Details:

- Location of Non-Conformance:

- Product/Service/Process Involved:

- Severity of Non-Conformance (Low/Medium/High):

Root Cause Analysis:

- Describe the root cause(s) of the non-conformance.
- Attach supporting documentation or evidence, if available.

Immediate Action Taken:

- Describe any immediate actions taken to mitigate the non-conformance.
- Specify who was responsible for taking these actions and when they were completed.

Corrective Actions:

- Describe the corrective actions planned to address the non-conformance.
- Assign responsibilities and set deadlines for corrective actions.
- Include steps to prevent recurrence.

Preventive Actions:

- Describe any preventive actions planned to avoid similar non-conformances in the future.
- Assign responsibilities and set deadlines for preventive actions.
- Include steps to improve processes or systems.

Verification of Corrective and Preventive Actions:

- Describe how the effectiveness of corrective and preventive actions will be verified.
- Specify who is responsible for this verification and the timeframe for completion.

Approval and Signatures:

- NCR Issuer: _____ Date: _____
- NCR Investigator: _____ Date: _____
- Quality Manager/Supervisor: _____ Date: _____
- Other Relevant Signatures: _____

Closure and Verification:

- Verify that corrective and preventive actions have been successfully implemented.
- Confirm that the non-conformance has been resolved and is closed.

Attachments:

- Attach any supporting documents, photos, or evidence related to the non-conformance.

Distribution of NCR:

- Identify who needs to receive copies of the NCR (e.g., quality control, relevant department heads).
- Specify the method of distribution (email, printed copies, etc.).