

EOD Discrepancy Investigation Notes

Date

YYYY-MM-DD

Prepared By

Your Name

Location

Branch/Site

Reference No.

Ref #

Discrepancy Description

Briefly describe the discrepancy

Facts & Observations

List relevant facts and what was observed

Investigation Notes

Detailed investigation steps, findings

Root Cause Analysis

Explain probable root cause(s)

Resolution & Actions Taken

Actions performed to resolve the discrepancy

Recommendations / Next Steps

Suggested improvements, further actions

Sign-off

Name and Signature