

# Non-Conformance Report (NCR)

NCR No.

Date Issued

Reported By

Department

Product Name

Batch/Lot No.

Assembly Line

Shift

Description of Non-Conformance

Details of Defect(s)

No.	Defect Type	Description	Quantity	Found At (Process/Stage)

Immediate Action Taken

Root Cause Analysis

**Corrective and Preventive Action(s)**

**Prepared By**

**Date**

**Reviewed By**

**Date**