

Non-Conformance Report (NCR)

NCR No.		Date	
Reported By		Department	
Product / Item		Batch / Serial No.	
Supplier / Source			
Reference			

Description of Non-Conformance

Details (What was found?)	
Location	
Date Identified	
Quantity Affected	

Immediate Action Taken

Action	
By Whom	
Date	

Root Cause Analysis

Investigation / Cause	
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Corrective / Preventive Actions

Recommended Action	
Responsible Person	
Target Completion Date	
Action Status	

Reported By

Date:
Reviewed By (QA/QC)

Date:
Approved By

Date: