

Non-Conformance Report (NCR)

NCR No.

Date

Reported By

Product Name

Batch/Lot No.

Quantity

Description of Non-Conformance

Immediate Action Taken

Department Responsible

Disposition e.g., Rework, Scrap, Return

Root Cause Analysis

Corrective / Preventive Action

Verified By

Verification Date

Reported By (Signature)

Approved By (Signature)

Date