

# Finished Goods Quality Non-Conformance Report

Report No.: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Product Name: \_\_\_\_\_

Product Code: \_\_\_\_\_

Batch/Lot No.: \_\_\_\_\_

Quantity: \_\_\_\_\_

Production Date: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

## Description of Non-Conformance

Description

## Non-Conformance Details

Parameter	Specification	Actual Result	Acceptance Criteria

## Root Cause Analysis / Investigation

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## Immediate Action Taken

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## Disposition / Final Decision

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Reported By:

\_\_\_\_\_  
Name & Signature

Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Name & Signature

Date: \_\_\_\_\_

Approved By:

Name & Signature

Date: \_\_\_\_\_

Note: Attach supporting documents and analysis reports, if any.