

# Supplier Non-Conformance Notification Form

## A. Supplier & General Information

Supplier Name

Date

PO Number

Batch / Lot Number

Product / Item Description

## B. Non-Conformance Details

Non-Conformance Description

Quantity Affected

Location Found

Reference (e.g. Spec, Drawing, Standard)

## C. Immediate Action Taken

Describe Immediate Actions Taken

**D. Supplier Response (To be completed by Supplier)**

Root Cause Analysis

Corrective & Preventive Action

**E. Signatures**

Prepared by

Date

Supplier Representative

Date