

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