

Material Defect Nonconformance Documentation

Document No.	Date Reported	
Reported By	Department	

Material Information

Material Name/Description	
Material Code/Part No.	
Supplier	
Batch/Lot No.	

Defect Description

Describe the observed defect, including how and where it was discovered.

Attachments/Photos

Initial Disposition

Material Held:

Quantity Affected:

Location:

Notification Sent To:

Investigation & Root Cause Analysis

Summarize findings and identify the root cause of nonconformance.

Corrective & Preventive Action

List actions taken or to be taken to correct and prevent recurrence.

Sign-Off

Prepared By		Date	
Reviewed By		Date	
Approved By		Date	

