# Non-Conformance Report

Record a non-conformance, contain it, find the root cause and track corrective action through to verified close-out.

## Non-conformance

| | |
|---|---|
| **NCR number** | |
| **Date raised *** | _____ / _____ / _____ |
| **Raised by *** | |
| **Source *** | ☐ Internal ☐ Supplier ☐ Customer complaint ☐ Audit |
| **Product / process affected *** | |
| **Quantity affected** | |
| **Description of non-conformance *** | |
| **Photo 1** | *Attach photo or sketch* |
| **Photo 2** | *Attach photo or sketch* |

## Containment

| | |
|---|---|
| **Immediate containment action *** | |
| **Disposition *** | ☐ Use as is ☐ Rework ☐ Repair ☐ Scrap ☐ Return to supplier |

## Root cause and action

| | |
|---|---|
| **Root cause analysis *** | |
| **Corrective action *** | |
| **Action owner *** | |
| **Target date *** | _____ / _____ / _____ |

## Close-out

| | |
|---|---|
| **Corrective action effective?** | ☐ Yes ☐ No |
| **Verification evidence** | |
| **Closed by** | |
| **Date closed** | _____ / _____ / _____ |
| **Signature** | |

* Required