

[organization name]

Appendix 1 – Non-Conformity Record

Identification of Non-Conforming Product	
Product /service or process name:	
Name person who noticed non-conformity:	Date:
Recall/Withdrawal of	
Quantity of product sent to buyer(measuring unit):	
Referring document:	
Does similar	
Dealing with Non-Conformity	
<input type="checkbox"/> Segregation <ul style="list-style-type: none">• Containment• • <input type="checkbox"/> Reusing or prequalification for other purpose <input type="checkbox"/> Correction (Rework) <ul style="list-style-type: none">• • <input type="checkbox"/> <input type="checkbox"/> Other:	Team members: 1. 2.
Corrective action (Yes/No):	

Commented [9A1]: Nonconformity - adapt

Commented [9A2]: This can be Series No., batch No., Expiring and Production date, etc.

Commented [9A3]: This field is used only if there is nonconforming product.

Commented [9A4]: This part is used only if there is nonconforming product.

Commented [9A7]: Write in the members of Non-Conforming Product Team.

Commented [9A5]: Choose option only for dealing with non-conforming product.

Commented [9A6]: Write in here the description of the concession obtained.

[job title]

[name]

[signature]