

[organization name]

Appendix 1 – Nonconformity Record

Identification of Nonconforming Product		
Product, service, or process ID:		
Name person who noticed nonconformity:		Date:
Description of Nonconformity:		
Recall/Withdrawal of Nonconforming Product:		
Quantity of		
Referring document:		
Does similar nonconformity		
Dealing with Nonconformity		
<input type="checkbox"/> Investigate 1. Determine 2. Notify 3. Determine if product 4. Determine if product is safe for use	Team members: 1. 2.	
<input type="checkbox"/> Notify or withdraw product to other parties 1. Notify 2. Determine if product is safe for use		
<input type="checkbox"/> Notify, withdraw product to other parties 1. Notify 2. Determine if product is safe for use		
<input type="checkbox"/> Notify, withdraw product to other parties 1. Notify 2. Determine if product is safe for use		
<input type="checkbox"/> Notify, withdraw product to other parties 1. Notify 2. Determine if product is safe for use		
<input type="checkbox"/> Notify, withdraw product to other parties 1. Notify 2. Determine if product is safe for use		

Commented [16A1]: This can be Series No., Batch No., Expiring and Production date, etc.

Commented [16A2]: This can be Series No., Batch No., Expiring and Production date, etc.

Commented [16A3]: This part is used only if there is nonconforming product.

Commented [16A8]: Write in the members of Nonconforming Product Team.

Commented [16A4]: Choose option only for dealing with nonconforming product.

Commented [16A6]:

Commented [16A5]: Document here

Commented [16A7]: Write in here the description of the

Commented [16A9]: Document corrective action including

[job title]
[name]

[organization name]

[signature]