

[organization name]

Appendix 1 – Non-Conforming Product Record

Identification of Non-Conforming Product		
Product name:	Product ID:	Quantity of Non-Conforming Product (including units)
Name person who noticed non-conformity:		Date:
Description of Non-Conformity:		
Recall/Withdrawal of Non-Conforming Product:		
Quantity of product units to be recalled/withdrawn (including units)	Quantity of recalled/withdrawn product (including units)	% of recalled/withdrawn product
Referring document:		
Reason for recall/withdrawal:		
Dealing with Non-Conforming Product		
<input type="checkbox"/> [redacted] 1. [redacted] 2. [redacted]	Team members: 1. 2.	
<input type="checkbox"/> Reusing or prequalification for other purpose		
<input type="checkbox"/> [redacted] 1. [redacted] 2. [redacted]		
<input type="checkbox"/> [redacted] 1. [redacted] 2. [redacted]		
[redacted]		

Commented [134851]: To handle documents in an ISO-compliant Document Management System, use Conformio: <http://advisera.com/conformio>

Commented [134852]: This can be Series No., batch No., Expiring and Production date, etc.

Commented [134854]: Write in the members of Non-Conforming Product Team.

Commented [134853]: Choose option for dealing with non-conforming product.

[job title]

[name]

[signature]