

[organization name]

Appendix 1 – Nonconforming Product Record

Identification of nonconforming product					
Product name:					
Quantity of nonconforming product (measuring unit):					
Person who noticed a nonconformity:	[name]	Date:	[date]		
Description of nonconformity					
Recall/Withdrawal of nonconforming product					
Quantity of product sent to buyer (measuring unit):		Quantity of recalled product (measuring unit):		Quantity of product destroyed (measuring unit):	
Referring document:					
Referring document number:					
Dealing with nonconforming product					
<input type="checkbox"/> Write off (Scrap) Destruction Recycling					
<input type="checkbox"/> Reusing or prequalification for other purpose					
Corrective action (Yes/No):					

Commented [AES1]: This can be Series no., Batch no.,

Commented [AES3]: Write in the members of Nonconforming

Commented [AES2]: Choose an option for dealing with

[job title]

[name]

[signature]

Commented [AES4]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.