

[organization name]

Appendix 3 – Audit Nonconformity Report

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|--|--|---|---|
| Report Number: <i>e.g. NCR #001</i> | Date Opened: <i>e.g. 12/12/17</i> | Opened by: <i>e.g. Nick Carson / Quality Mgr.</i> | |
| Area under review: <i>e.g. Facilities and Environmental Conditions</i> | Reference to Procedure: <i>e.g. ISO 9001:2015 Clause 8.5.3</i> | | |
| Description of the Nonconformance: <i>The audit identified that the production area was not clean and tidy. There were many pieces of debris on the floor and the walls were dirty. This is a violation of the ISO 9001:2015 Clause 8.5.3. The audit also identified that the production area was not clean and tidy. There were many pieces of debris on the floor and the walls were dirty. This is a violation of the ISO 9001:2015 Clause 8.5.3.</i> | | | |
| Requirement: <i>The production area must be clean and tidy at all times. There must be no debris on the floor or walls. This is a requirement of the ISO 9001:2015 Clause 8.5.3.</i> | | | |
| Corrective Action: <i>The audit identified that the production area was not clean and tidy. The corrective action is to clean the production area and ensure that it remains clean and tidy at all times. This is a requirement of the ISO 9001:2015 Clause 8.5.3.</i> | | | |
| Verification of effective corrective action: <i>The audit identified that the production area was not clean and tidy. The corrective action is to clean the production area and ensure that it remains clean and tidy at all times. This is a requirement of the ISO 9001:2015 Clause 8.5.3.</i> | | | |
| Preventive Action: <i>The audit identified that the production area was not clean and tidy. The preventive action is to ensure that the production area remains clean and tidy at all times. This is a requirement of the ISO 9001:2015 Clause 8.5.3.</i> | | | |
| Date Closed: <i>e.g. 12/15/17</i> | | | Closed by: <i>e.g. Nick Carson, Quality Manager</i> |

Commented [170251]: Give each NCR an identity number.

Commented [170252]: Show the physical location of the non-conformance.

Commented [170253]: The identity number of the procedure or specification that was violated.

Commented [170254]: Make the description as detailed as possible (what, why, when, where, who).

Commented [170255]: NCR's don't have root causes. The requirement was just not met. What's going to happen to solve this problem?

Commented [170256]: Verify the corrective action soon and often.

Commented [170257]: Becomes a record attached to the internal audit report.

[job title]

[name]

[organization name]

[signature]

Commented [170258]: This is only necessary if the document is in paper form.