

[organization name]

Appendix 1 – Non-Conformity Record

Identification of Non-Conforming Product		
Product /service or process name:	Product, service, or process ID:	Quantity of Non-Conforming Product (measuring unit):
Name person who noticed non-conformity:		Date:
Description of Non-Conformity:		
Recall/Withdrawal of Non-Conforming Product:		
Quantity of product sent to buyer(measuring unit):	Quantity of recalled/withdrawn product(measuring unit):	% of recalled/withdrawn product:
Referring document:		
Recall product report ID:		
Does similar nonconformity exist, or could potentially occur?		
Dealing with Non-Conformity		
<input type="checkbox"/> Segregation <ul style="list-style-type: none">• [redacted]• [redacted] <input type="checkbox"/> Suspension of provision	Team members: 1. 2.	
<input type="checkbox"/> [redacted] for other purposes		
<input type="checkbox"/> Correction (Rework) <ul style="list-style-type: none">• Repair• [redacted]		
<input type="checkbox"/> Obtaining authorization for acceptance under concession <ul style="list-style-type: none">• [redacted]• [redacted]		
Other:		
Corrective action (Yes/No):		

Comment [9A1]: Nonconformity - adapt

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

Comment [9A3]: [redacted]

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

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

Comment [9A5]: [redacted]

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

[job title]

[name]

[signature]