

[organization name]

## Appendix 1 – Environmental Nonconformity Record

Identification of Environmental Nonconformance	
Process/activity name:	
Name of person who noticed nonconformity:	Date:
Description of nonconformity:	
Referring document:	
Correction of nonconformity	
Description of correction:	Correction team members:
Corrective action needed (Yes/No):	
Justification for not initiating corrective action:	

**Comment [14A1]:** Description of non-conformity should be short and clear, and should include identification of any equipment regarding the nonconformity and a date/time. For example: An spill occurred in process of waste oil storing.

**Comment [14A2]:** For example: waste oil storage record.

**Comment [14A3]:** For example: Storage tank no. 12345 with the identification no. 12345.

[job title]

[name]

[signature]

**Comment [14A4]:** Only necessary if document is in paper form.