Product Non-Conformity Report

Refer to *Procedure QP805: Control of Non-Conforming Product*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Product/Part/Item: | | | | Part No.: | | |
| Dept/Vendor: | | | | Job No./PO No.: | | |
| Drawing spec:  Reference the document/requirement against which this non-conformity is noted | | | | | | |
| Qty rejected: | Serial/Batch Nos.: | | | | | |
| Description of non-conformity | | | | | | |
| Use this block to describe the non-conformity | | | | | | |
| Originated by: (sign, date) | | | | | | |
| Disposition (Fate) | | | | | | |
| Rework ❒ | | | Use as-is❒ | | | Scrap ❒ |
| Use this block to describe the non-conformity | | | | | | |
| Approved by: (sign, date) | | | | Approved by: (sign, date) | | |
| Closeout | | | | | | |
| Customer authorisation required | | ❒ Yes ❒ No | | Customer Authorisation Ref: | | |
| Re-inspected | | ❒ Yes ❒ No | | Inspection Report No.: | | |
| Corrective Action | | ❒ Yes ❒ No | | Corrective Action No.: | | |
| Comments: | | | | | | |
| Approved by: (sign, date) | | | | | Approved by: (sign, date) | |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP805 | Control of Non-Conforming Product |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

DOCUMENT END