# Inspection Hold Notice

**Purpose:** This document is issued to formally place a hold on a product, material, or batch pending completion of inspection or quality assurance review. It ensures that potentially nonconforming items are quarantined and not used until properly evaluated.

## General Information

**Date Issued:** {issueDate}

**Hold Notice Number:** {holdNoticeNumber}

**Initiated By:** {initiatedBy}

**Department:** {department}

## Material/Product Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Code** | **Description** | **Quantity** | **Unit** | **Location** |
| {#items}{itemCode} | {description} | {quantity} | {unit} | {location}{/items} |

## Reason for Hold

{holdReason}

## Disposition Instructions

{dispositionInstructions}

## Inspection/Review Details

**Assigned Inspector/Reviewer:** {inspectorName}

**Inspection Due Date:** {inspectionDueDate}

**Priority Level:** {priorityLevel}

## Additional Notes

{additionalNotes}

## Attachments

{#attachments}

* **{fileName}** - {fileDescription}

{/attachments}

## Status Tracking

|  |  |  |  |
| --- | --- | --- | --- |
| **Status** | **Updated By** | **Date** | **Comments** |
| {#statusUpdates}{status} | {updatedBy} | {updateDate} | {comments}{/statusUpdates} |

## Acknowledgment

This hold notice has been reviewed and acknowledged by the responsible personnel.

**Name:** {acknowledgedBy}

**Signature:** {signature}

**Date:** {acknowledgmentDate}