# Non-Conformance Report (NCR)

**Purpose:** This document serves to report and analyze non-conformities identified during the production or inspection process, in order to facilitate corrective actions, traceability, and quality control efforts.

## General Information

|  |  |
| --- | --- |
| **Report ID** | {reportId} |
| **Date** | {date} |
| **Reported By** | {reportedBy} |
| **Department** | {department} |

## Product and Process Details

|  |  |
| --- | --- |
| **Product Name** | {productName} |
| **Product Code** | {productCode} |
| **Batch Number** | {batchNumber} |
| **Process Step** | {processStep} |

## Non-Conformance Description

{nonConformanceDescription}

## Non-Conformance Type

* **{nonConformanceType}**

## Detected During

{detectedDuring}

## Severity Level

**{severityLevel}**

## Immediate Actions Taken

{immediateActions}

## Root Cause Analysis

{rootCause}

## Corrective and Preventive Actions

{#correctiveActions}

* **{actionOwner}:** {description} – *Due Date:* {dueDate}

{/correctiveActions}

## Verification of Effectiveness

{verificationDetails}

## Material Disposition

* **{disposition}**

Additional Notes: {additionalNotes}

## Approval Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Date** | **Signature** |
| {#approvals}{role} | {name} | {approvalDate} | {signature}{/approvals} |