# Supplier Non-Conformance Report

**Purpose:** This report documents instances where received supplier materials or products do not meet quality or specification requirements. It is used for internal review and communication with suppliers to ensure corrective actions and improvements.

## 1. Report Information

**Report ID:** {reportId}

**Date:** {reportDate}

**Reported By:** {reportedBy}

**Department:** {department}

## 2. Supplier Information

**Supplier Name:** {supplierName}

**Supplier ID:** {supplierId}

**Contact Person:** {contactPerson}

**Contact Email:** {contactEmail}

## 3. Product / Material Details

**Item Name:** {itemName}

**Item Code:** {itemCode}

**Batch/Lot Number:** {lotNumber}

**Quantity Received:** {quantityReceived}

**Delivery Date:** {deliveryDate}

## 4. Non-Conformance Description

**Issue Type:** {issueType}

**Detailed Description:**

{description}

## 5. Evidence

{#evidence}

* **{fileType}:** {fileName}

{/evidence}

## 6. Impact Assessment

**Impact on Production:** {impactDescription}

**Urgency Level:** {urgencyLevel}

## 7. Actions Taken

**Immediate Actions:**

{immediateActions}

**Material Status:** {materialStatus}

## 8. Proposed Supplier Action

**Requested Response:** {requestedResponse}

**Action Due Date:** {dueDate}

## 9. Internal Follow-Up

**Responsible Person:** {responsiblePerson}

**Follow-Up Due Date:** {followUpDate}

**Notes:**

{internalNotes}

## 10. Review and Approval

|  |  |  |
| --- | --- | --- |
| **Reviewer Name** | **Role** | **Date** |
| {#reviewers}{reviewerName} | {reviewerRole} | {reviewDate}{/reviewers} |