Electronic NCR Workflow Template

General Information

NCR Number	
Date Issued	
Reported By	
Department	
Location	
Location	
Description of Non Conformance	
Description of Non-Conformance	
Description	
Reference Document / Specification	
Immediate Action(s) Taken	
Root Cause Analysis	
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Corrective Action Plan		
Follow-Up/Verification		
Verified By		
Date Verified		
Remarks		