

# Non-Conformance Report (NCR)

NCR No.

Date

Reported By

Department

Product / Part No.

Quantity

## Description of Non-Conformance

Details

Location

Date Detected

## Immediate Action Taken

Action

Taken By

## Root Cause Analysis

Root Cause

**Proposed Corrective Action**

Corrective Action

Responsible Person

Target Date

Completion Date

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Verified By

Date

Remarks