

Annex A – Example of a Nonconformity Report (NCR) form

NCR #	Client:		File No	
Function/Area/Process:			Site:	
Std. and Clause No(s):				
Section 1- Details of non-conformity:				
Description				
Auditor :		Auditee representative acknowledgement:	Category:	
Date:				
Section 2- Auditee Proposed Action Plan (Attach separate sheet if required)				
Root Cause analysis (how/why did this happen?):				
Correction (fix now) with completion dates:				
Corrective Action (to prevent recurrence) with completion dates:				
“Auditor” review and acceptance of Corrective Action Plan:				
Auditee representative:		Date:		
Section 3- Details of “Auditor” verification of Auditee implementation of action plan				
Section 4- NCR closed out by “Auditor” on (date):			“Auditor” Team Leader name:	