

NONCONFORMITY REPORT (NCR)

AUDIT CRITERIA	
DIVISION / DEPARTMENT	
AUDIT PROCESS / AREA	
AUDIT DATE	
NCR NUMBER	
CLASSIFICATION	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> OFI

Details of NCR					
<p>Document Reference</p> <p>Objective Evidence / Description</p> <p>Requirement</p> <p> <input checked="" type="checkbox"/> ISO 9001:2015 <input type="checkbox"/> ISO 45001:2018 <input type="checkbox"/> Others: _____ </p> <p>Clause:</p>					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Auditor</td> <td style="width: 50%;">Auditee Representative</td> </tr> <tr> <td style="height: 50px;">Signature & Date</td> <td style="height: 50px;">Signature & Date</td> </tr> </table>	Auditor	Auditee Representative	Signature & Date	Signature & Date
Auditor	Auditee Representative				
Signature & Date	Signature & Date				

Proposed Action Plan(s) <i>(attach separate sheet if necessary)</i>
Result of Investigation & Determination of Root Cause

Correction & Corrective Action Plan				
Correction <i>(immediate/ temporary action – including containment if applicable)</i>				
No.	Correction	PIC	Deadline	Status
Corrective Action <i>(systematic/ permanent action to prevent recurrence)</i>				
No.	Corrective Action	PIC	Deadline	Status

<p>* Corrective action evidence shall be completely submitted for NCR close-out.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Auditee Representative</td> <td style="width: 50%;">Auditor</td> </tr> <tr> <td style="height: 50px;">Signature & Date</td> <td style="height: 50px;">Signature & Date</td> </tr> </table>	Auditee Representative	Auditor	Signature & Date	Signature & Date
Auditee Representative	Auditor				
Signature & Date	Signature & Date				



Corrective Action(s) Effectiveness Verification		
NCR Close-Out <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Remarks NCR closed with satisfy evidence	Auditor
		Signature & Date