[Your company name]

NON-CONFORMANCE REPORT

DETAILS

NCR number	*[Your own series, one per problem]*
Date raised	*[DD/MM/YYYY]*
Part and revision	*[Part number and drawing revision]*
Order	*[Customer PO, supplier PO or works order]*
Raised by	*[Name and role]*
Found at	*[Goods in, production, final inspection or the customer]*

REPORTED BY

Company	*[Customer, supplier or your own team]*
Contact	*[Name and phone]*
Date found	*[DD/MM/YYYY]*

LINES

Part number	Description	Checked	Accepted	Rejected

One line per part or batch. Rejected is what's left once the accepted parts are counted.

REPORT

Required	*[What the drawing, order or specification asks for]*
Found	*[What's wrong, and on how many]*
Containment	*[What you did straight away so no more go out]*
Disposition	*[Use as is, rework, scrap or return, and who agreed it]*
Root cause	*[Why it happened]*
Corrective action	*[What changes, who does it and by when]*
Closed	*[How you checked the change worked]*

Raised by	Approved by	Date closed