**Non conformance handling format**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Date of recorded** | | **Non conformance item** | **Description of Issue with**  **(Critical, Major and Minor)** | | **Root Cause Analysis** | **Correction Action Taken** | **Prevention Action** | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | |  |  |  | |
| **Additional comments** | | | | | | | | | |
| Identified by | | **Name 1** |  | | **Signature** |  | **Date completed** | |  |
| **Name 2** |  | | **Signature** |  | **Date completed** | |  |
| **Name 3** |  | | **Signature** |  | **Date completed** | |  |