**Non conformance handling format**

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