

# Form No. F5.16 - Non-Conformance Report

## Description

MK Inc. has guidelines for all employees regarding Non-Conformance Report

## Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Non-Conformance Report

The following guidelines are to be adhered to by all managers, supervisors and employees.

## Policy & Procedure

### Form No. 5.16 - Non-Conformance Report

Description of the Non-Conformance (to be completed by the person detecting the non-conformance):		
Possible Causes (to be completed by the person detecting the non-conformance):		
Immediate Action (to be completed by the person detecting the non-conformance): <i>Describe what was done to rectify the problem. Was product removed? Who was informed?</i>		
Name: <i>(Person Detecting Non-Conformance)</i>	Signature:	Date:

Send form to Quality Representative

Investigation of Root Causes (to be completed by Quality Representative/Quality Manager)		
Investigation Completed By (Name):	Signature:	Date:

Quality Representative to discuss non-conformance with Department Manager

Further Corrective Action Required and taken (To Be Completed By Department Manager)
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Preventative Action Taken (to be completed by Department Manager)		
Quality Representative to check at next audit whether preventive action effective: YES / NO		
Action taken by: <i>(Department Manager Name)</i>	Signature:	Date: