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| NCPAR №NC-yy-nnn | **Non-conformity/Corrective & Preventive Action Report (NCPAR)** | Date NC Found: |
| **Department or Section where NC is found:** |  |
| **1. DETAILS**: Nonconformity raised as a result of: |
| 🞎 Internal audit | 🞎 Customer complaint | 🞎 IS Incident, indicate IS number  |
| 🞎 Process non-conformity | 🞎 Suggestion (improvement) |
| 🞎 Product non-conformity | 🞎 Others  |
| **2. REFERENCES**: Documents used or referred-to (e.g. manuals, procedures, flowcharts, standards, records …) |
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| **3. NON-CONFORMITY**: Description of nonconformity, suggestion, complaint or incident. |
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| Detected or Observed by: | Department: |
| **4. DISPOSITION:** Immediate remedial action |
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| Proposed by: | Date: | Implementation date: |
| **5. INVESTIGATION**: Cause of nonconformity: (investigation shall be conducted by the department or section where the nonconformity was found) |
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| Investigated by: | Date investigation started: |
| Date investigation finished: |

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| **6. CORRECTIVE/PREVENTIVE ACTION:** (Preventive action is only required for **potential non-conformities**). Fill ONLY EITHER “Corrective Action” OR “Preventive Action” |
| Corrective Action: | Preventive Action: |
| Proposed by: | Date: |
| Proposed implementation date: |
| **7. VERIFICATION OF VALIDITY OF CORRECTIVE “or” PREVENTIVE ACTION:**  |
| [ ]  Addresses the root cause?[ ]  Prevents recurrence?[ ]  Valid[ ]  Invalid. Issue new NCPARRemarks:  | [ ]  Addresses the root cause?[ ]  Prevents occurrence?[ ]  Valid[ ]  Invalid. Issue new NCPARRemarks:  |
| Signature:(Lead Auditor) | Date: | Signature:(Lead Auditor) | Date: |
| **8. FOLLOW-UP OF IMLEMENTATION CORRECTIVE/PREVENTIVE ACTION TAKEN:**  |
| Implementation of corrective action is: 🞎 Implemented 🞎 Not implemented. Issue new NCPARRemarks:  | Implementation of preventive action is: 🞎 Implemented 🞎 Not implemented. Issue new NCPAR Remarks:  |
| Signature:(Lead Auditor) | Date: | Signature:(Lead Auditor) | Date: |

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| **9. VERIFICATION OF EFFECTIVENESS OF IMPLEMENTED CORRECTIVE/PREVENTIVE ACTION:** |
| Corrective action is: 🞎 Effective 🞎 Not effective. Issue new NCPARRemarks:  | Preventive Action: 🞎 Effective 🞎 Not effective. Issue new NCPARRemarks:  |
| Signature:(Lead Auditor) | Date: | Signature:(Lead Auditor) | Date: |

Instructions:

1. Auditor or person observing non-conformity shall fill-in sections 1, 2, 3.
2. Auditee or affected person shall fill-in sections 4, 5, 6.
3. Lead Auditor or Management representative shall fill-in sections 7, 8 and 9