

Process Audit Nonconformity Report

Report No.		Date	
Auditee Department		Auditor(s)	

Process / Area Audited

Nonconformity Details

Description of Nonconformity	
Reference / Clause	
Evidence Observed	
Level (Major/Minor)	

Immediate Correction (if any)

Root Cause Analysis

Corrective Action Plan

Action(s) Required	
Responsible Person	
Target Completion Date	

Verification of Corrective Action

Verified By	
Date of Verification	
Result	

Important Notes

- Clearly state the nonconformity and reference relevant standards or procedures.
- Provide objective evidence to support each finding.
- Assign responsibilities and target dates for corrective action completion.
- Verification of corrective action is essential to ensure closure.
- Retain this document as part of audit records and for continual improvement tracking.

