

Discrepancy Impact Assessment

Report Number:

Date:

Prepared By:

Department/Section:

Discrepancy Title:

Reference Document(s):

1. Description of Discrepancy

2. Root Cause Analysis

3. Impact Assessment

Quality:

Safety:

Regulatory/Compliance:

Cost/Financial Impact:

Operational/Process Impact:

4. Immediate Actions Taken

5. Recommendations / Further Action Required

Important Notes:

- Ensure all information provided is accurate and supported by evidence whenever possible.
- This assessment should be reviewed and approved by relevant stakeholders or authorities.
- Clearly describe both the immediate and potential long-term effects of the discrepancy.
- Attach supporting documents or references as needed for traceability.
- Follow up on recommended actions and document completion or mitigation measures.