

# Non-Compliance Issue and Action Report

Date of Report

2024-06-11

Reported By

John Doe

Department / Site

Manufacturing / Site A

Non-Compliance Issue Title

Failure to Wear Required PPE in Assembly Area

Description of Non-Compliance

On June 10, 2024, several employees in the assembly area were observed not wearing the required personal protective equipment (PPE) while handling hazardous materials. This violates company safety protocols and could lead to potential injuries.

Reference (Procedure/Standard/Policy)

SOP-SAF-005: Personal Protective Equipment Policy

Immediate Actions Taken

Safety officer instructed the employees to immediately wear the necessary PPE. A safety briefing was conducted to reinforce PPE requirements.

Root Cause Analysis

Lack of regular reminders and enforcement regarding PPE policy. Some employees unaware of updated safety protocols in the assembly area.

Corrective and Preventive Actions (CAPA)

1. Schedule weekly safety reminders and training.
2. Place visible signage about mandatory PPE.
3. Update all staff on new safety protocols.

Responsible Person(s)

Safety Officer and Assembly Area Supervisor

Target Completion Date

2024-06-20

Follow-up / Verification of Effectiveness

Scheduled inspection and review of PPE compliance after one week. Sign-in sheet for completed training sessions.

Verified By

Jane Smith (Safety Manager)

Date of Verification

**Important Notes:**

- This report supports continuous improvement of compliance and safety within the organization.
- Clearly document all findings, actions, and follow-up for accountability and legal purposes.
- Timely completion and verification of corrective actions are essential for preventing recurrence.
- All involved parties should be notified and trained on any revised procedures.
- Keep this report confidential and share it only with relevant personnel.