

# Structured Follow-Up Report on Audit Nonconformities

Report No.:	SFU-2024-07	Date:	2024-06-19
Auditee Department:	Production	Auditor(s):	Jane Smith, John Doe
Audit Date:	2024-05-28	Follow-Up Date:	2024-06-18

## Summary of Nonconformities

ID	Description	Clause/Reference
NC-01	Missing calibration records for equipment	ISO 9001:2015 - 7.1.5
NC-02	Incomplete training documentation	ISO 9001:2015 - 7.2

## Follow-Up on Corrective Actions

NC ID	Corrective Action	Responsible	Status	Comments
NC-01	Calibrate all equipment; update records	Mark Lee	Closed	Records reviewed and verified as complete.
NC-02	Provide training and update documentation	Linda Chan	Open	Partial documentation received. Further follow-up needed.

## Conclusion

The follow-up review confirms that corrective actions for one nonconformity have been effectively implemented and closed. One nonconformity remains open and will require further action and monitoring.

## Important Notes

- This document tracks the status of audit nonconformities and subsequent corrective actions.
- Ensure evidence is attached for closed nonconformities.
- Pending or open nonconformities must be closely monitored until closure.
- Regular follow-up ensures continuous improvement and compliance.