

Detailed Non-Compliance Issues Documentation

Project / Department:

Manufacturing Operations - Assembly Line

Date of Documentation:

2024-06-14

Documented by:

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Summary of Non-Compliance Issues

#	Issue	Date Observed	Location	Severity
1	Operators not wearing protective gloves	2024-06-10	Assembly Line 3	High
2	Unlabeled chemical containers found in storage	2024-06-11	Chemicals Room	Medium
3	Failure to record daily machine maintenance	2024-06-12	Machine Area B	Low

Detailed Description of Each Issue

1. Operators Not Wearing Protective Gloves

- Description:** Multiple operators found without proper hand protection, violating standard safety procedures.
- Impact:** Increased risk of injury and contamination of assembly components.
- Relevant Policy:** PPE Policy Section 3.2
- Corrective Actions Required:** Immediate retraining and disciplinary notice to be issued.

2. Unlabeled Chemical Containers Found in Storage

- Description:** Three containers stored without proper labeling, causing an identification hazard.
- Impact:** Potential chemical exposure risk and violation of hazardous materials regulations.
- Relevant Policy:** Chemical Handling SOP 5.1
- Corrective Actions Required:** Containers to be properly labeled; review of labeling procedures.

3. Failure to Record Daily Machine Maintenance

- Description:** Daily maintenance logs were not updated for two consecutive days.
- Impact:** Increases the risk of machine malfunction or breakdown due to unchecked faults.
- Relevant Policy:** Maintenance Record Policy 2.3
- Corrective Actions Required:** Staff reminder issued; maintenance log process to be reviewed.

Follow-Up Actions

1. Conduct retraining sessions on PPE compliance by 2024-06-20.
2. Regular audits of chemical labeling to be implemented immediately.
3. Maintenance team to update all records by end of each shift.

Important Notes:

- This document must be kept confidential within the compliance team and authorized management.
- All non-compliance issues require timely corrective and preventive actions.
- Regular reviews of non-compliance documentation help improve overall safety and compliance culture.
- Details provided should be factual, clear, and objective to ensure effective follow-up.