

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.
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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.