

Non-Conformance & Corrective Action Log

#	Date Reported	Non-Conformance Description	Reported By	Corrective Action	Responsible Person	Due Date	Status	Remarks
1	2024-05-10	Packaging defect found in lot #4512	S. Taylor	Re-inspect inventory, retrain packaging staff	A. Gomez	2024-05-20	Closed	Training completed 2024-05-19
2	2024-06-02	Incorrect labeling on shipment 923-B	L. Chen	Update labeling procedure, recall affected batch	R. Patel	2024-06-10	In Progress	Recall issued; procedure draft pending
3	2024-06-11	Incomplete documentation for receiving checks	D. Rivera	Revise checklist, brief staff on new process	K. Morgan	2024-06-20	Open	-

Important Notes

- Document all non-conformances promptly and clearly for traceability.
- Ensure corrective actions are specific, achievable, and assigned to responsible personnel.
- Regularly review the log to monitor trends and prevent recurrence.
- Keep the log accessible and up-to-date for audit and compliance purposes.