

Non-Conformance Tracking Sheet

Document No.: NC-2024-001	Date Issued: 2024-06-12	Department: Quality Assurance
Reported By: John Doe	Reviewed By: Jane Smith	Status: Open

Description of Non-Conformance:

Observed deviation from specifications in Product Batch #1123 during routine inspection; several units did not pass the load durability test.

Reference / Related Documents:

- Work Instruction WI-QA-14
- Batch Report BR-1123

Immediate Containment Action Taken:

Segregated affected units, suspended further processing of remaining batch pending investigation.

#	Date	Action / Investigation Details	Responsible Person	Target Completion	Status	Remarks
1	2024-06-12	Identified root cause; possible machine calibration error.	J. Conner	2024-06-13	Completed	-
2	2024-06-13	Calibration and maintenance of equipment performed.	M. Allen	2024-06-13	Completed	Equipment adjusted.
3	2024-06-13	Retesting of segregated batch commenced.	S. Patel	2024-06-14	Ongoing	Awaiting results.
4						

Verification of Effectiveness:

To be filled after corrective actions are implemented and verified.

Important Notes:

- Accurate documentation of non-conformance findings and actions is critical for traceability and continual improvement.
- Each action should be assigned with a responsible person and a target completion date for effective tracking.
- Regular review and update of the tracking sheet ensures timely resolution of non-conformances.
- Verification of corrective actions' effectiveness must be documented prior to closure of the non-conformance case.