



Non-Conformance Report Form

2208 / Purchasing Department / Elbert John

Complete

Score	0%	Flagged items	0	Actions	0
NCR No.					2208
Department					Purchasing Department
Location					Denver, CO, USA (39.7392358, -104.990251)
Staff Name					Elbert John

Audit

Details of Non-Conformance

Type	Corrective Action
Priority	Medium
Source	Employee Feedback
Process	Sales

Detailed description of Non Conformance

Items were purchased from a supplier that had not been approved. The purchase order document had not been approved, that is, no approval signature was evident. There was no evidence of notification or discussion with the purchasing managers. Mr. Brent and Mrs. Francisco could not recall a conversation.

Take a photo (Optional)



Photo 1

Name and Signature of Staff who raised the issue



Elbert John
14.06.2023 08:13 PST

Date the NCR was endorsed to the Manager

14.06.2023 07:30 PST

Corrective Actions

Corrective actions to be implemented

[Note: After providing all corrective or preventive actions, click "Action" to create your action plan/s]

1. The material shall be inspected by an incoming inspection engineer as part of the Quality Plan.
2. Get the complete purchase information:
 - Basic price
 - Discount
 - Packing and forwarding details
 - Taxes, duties, and freight details
 - Delivery schedule
 - Product specifications

Item Closed Out

Result

Pass

Additional Notes

Always double check any incoming raw materials present.
Conduct daily inspection of all items and take note if there are missing or excess goods.

NCR effectiveness verified by (Name and Signature of Manager)



Irvin Gamble
14.06.2023 08:14 PST

Media summary

Sub Case				710
PI Number	PI Date	Project Name	City/County	Number of PI
000000000	00/00/00			00
000000000	00/00/00			00
Sub Case				710
PI Number	PI Date	Project Name	City/County	Number of PI
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Sub Case				710
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Sub Case				710
PI Number	PI Date	Project Name	City/County	Number of PI
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Sub Case				710

Approved by _____
Date approved _____

Photo 1