# Non-Conformance Report Form

<table>
<thead>
<tr>
<th>Score</th>
<th>0%</th>
<th>Flagged items</th>
<th>0</th>
<th>Actions</th>
<th>0</th>
</tr>
</thead>
</table>

**NCR No.** 2208

**Department** Purchasing Department

**Location** Denver, CO, USA (39.7392358, -104.990251)

**Staff Name** Elbert John
## Audit

### Details of Non-Conformance

<table>
<thead>
<tr>
<th>Type</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
<tr>
<td>Source</td>
<td>Employee Feedback</td>
</tr>
<tr>
<td>Process</td>
<td>Sales</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Photo 1</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Result</th>
<th>Pass</th>
</tr>
</thead>
</table>

### 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

Photo 1