Nonconformance Report (NCR)

Recording a nonconforming product, material or process

NCR number		**Date raised**		**Raised by**	
Part number		**Part name**		**Revision**	
Job / work order		**Lot / batch**		**Supplier (if received)**	
Qty affected		**Qty inspected**		**Detected at**	

Source: ( ) Receiving ( ) In-process ( ) Final inspection ( ) Customer return ( ) Audit ( ) Other

Description of the nonconformance — what is wrong, measured against what requirement

Containment — what has been done right now to stop it spreading

Disposition

( ) Use as is ( ) Rework ( ) Repair ( ) Return to supplier ( ) Scrap ( ) Regrade

Justification for disposition — and, if use-as-is or repair, who authorised it

Customer notification required?		**Notified on**		**Corrective action required?**	
CA / CAPA number		**Cost of NC**		**Date closed**	

Raised by	**Date**	**Disposition authorised by**	**Date**

Write it so someone can investigate it in six months. “Part bad” is not a nonconformance. “Bore measured 1.2515 in., print calls 1.2500 +/- .0005, 4 of 20 pieces checked” is. Record what you measured, what the requirement was, and how many are affected.

Use-as-is and repair need authority. Both are concessions against a stated requirement, and in most quality systems they need sign-off beyond the person who found the problem — and often the customer’s, if the requirement was theirs.

An NCR is not a corrective action. This form records the problem and what happened to the affected material. If the cause needs eliminating so it does not recur, that is a separate corrective action.