



Recording Nonconformances

Typical Nonconformance Report

There is no single approved format for summarizing and reporting the results of an audit. The following format has proven useful. Note that the same form may be used for reporting both nonconformance and observations.

| | | |
|---|------------------------|--|
| Nonconformance Report | | Audit #: ① |
| Auditor Use | | |
| Type of Report: (check one) | | <input type="checkbox"/> Nonconformance <input type="checkbox"/> Observation ② |
| Standard: ③ | Area audited: ⑤ | |
| Requirement: ④ | | |
| Finding and Objective Evidence ⑥ | | |
| Auditee Use | | |
| CAUSE OF NONCONFORMITY: (Root Cause) ⑦ | | |
| CORRECTIVE ACTION RESPONSE: ⑧ | | |
| Auditee's Signature: | | |
| Auditor: ⑨ | Date: ⑩ | |

KEY:

- 1) Identify the audit number.
- 2) Type and severity of nonconformance/observation
- 3) Name and number of the standard element (or auditee procedure)
- 4) Specific requirement of paragraph that was violated
- 5) Name or organization being audited
- 6) Finding supported by objective evidence
- 7) Root cause of the nonconformity – why did it happen?
- 8) Identifies how the auditee will fix the nonconformity (includes auditee's signature)
- 9) Auditor's name and signature
- 10) Date corrective action is verified

