**NON CONFORMITY PROCESS**

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| **Client** | **Inspector** |
|  | **STEP 1: ISSUE NC TO CLIENT**  Text box to write: AUDIT CRITERIA  Text box to write: CLAUSE NO  Text box titled **‘DESCRIPTION OF NONCONFORMITY’**  **NONCONFORMITY CATEGORY:** Dropdown options are Critical/Major/Minor  Send to client |
| **STEP 2: RESPONDS TO NC**  Text Box to write:  **ROOT CAUSE ANALYSIS:**  Text Box to write:  **PROPOSED CORRECTIVE ACTION:**  Option to pick:  **PROPOSED COMPLETION DATE**  Submit to Inspector |  |
|  | **STEP 3: RESPOND BACK TO CLIENT**  Text Box to write:  **AUDITOR’S COMMENTS ON THE PROPOSED CORRECTIVE ACTION**  Send to client |
| **STEP 4: NOTIFY AUDITOR**  Text Box to write:  **CORRECTIVE ACTION TAKEN BY AUDITEE**  *Option to upload evidence by client*  Submit to Inspector |  |
|  | **Step 5: RESPOND TO CLIENT**  Text Box to write:  **COMMENTS ON CORRECTIVE ACTION TAKEN & RECOMMENDATIONS ON CLOSURE OF NONCONFORMITY**  Option to click:  **Close Non conformity:**  **YES/NO** |
|  | **STEP 6: NOTIFY CLIENT AND FOCAL ON THE CLOSURE OF NC**. (Upon clicking Yes) |

Sample NC form is attached for reference.

[](BAFRA-CS-PR7.4-01-FM-12%20FORM-NONCONFORMITY%20REPORT.docx)