Non-conformity Handling Sheet

w/ Corrective Action Report

The following section will be filled in by IOS:

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| **Report No.:** | SCAR\_Trolley\_20221122 | | |
| **Originator: (who fills general information)** | Hua Xie | **Date: (yyyy/mm/dd)** | 2022/11/22 |
| **Product Family:** | Trolley / IS Voyager | **Reference:**  **(SR#/PLI#/CAPA#)** | CAS-4819516-S8B5D9 |
| **Supplier:** | Well-Tech Technologies (Changzhou) Co., Ltd. | **Contact Name:** | Li Jianyang |
| **Description of Non-conformity** | | | |
| **Problem: (what needs to be corrected)** | OOB (out of box) Issue  Missing 8 screws: (4) M4x12 index 2, and (4) M4x20 index 4 in package. | | |
| **Identification:**  **(batch#/lot#/SN)** | 2021-09 | | |

The following section will be filled in by supplier or the report containing the root cause analysis and CAPA actions provided by supplier with signature is attached.

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| **Reported by:** | **Li Jianyang** | **Date: (yyyy/mm/dd)** | **2022/11/28** |
| **1. Problem Description** | | | |
| **What (what the problem is about from supplier side)** | 附件缺失  Missing accessory parts | | |
| **How (how it happens, how is explained)** | 漏配  Missing screws when packing | | |
| **When (when it was originated)** | 2022/11/22 | | |
| **Where (In which machine, which areas)** | NA | | |
| **How Much Impacted**  **(Lot#/SN of products impacted)** | NA | | |
| **2. Containment Actions**  **(Summary of provisional actions that suspend the effects of the problem avoiding consecutive claims of non-conformity)** | | | |
| **伟泰库存“0”**  Zero inventory in Well-Tech, so containment action is not necessary. | | | |
| **3. Investigation and Root Cause Analysis**  **(Identification of original causes)** | | | |
| 1. 作业疏忽，导致漏配附件 Operation mistake leaded to missing accessory parts 2. 检查没有一一核对，造成不良流出Packing inspection was not well controlled, and caused the issue | | | |
| **4.Corrective Action**  **(Actions directed to eliminate the root cause into an efficient and long-term way)** | | | |
| 对作业员/检验员培训，按照SOP/SIP配料、检查.  Train the operators and QC to follow SOP/SIP to conduct packing and inspection.  Training record and materials used are as below. | | | |
| **5. Recurrence Prevention Action**  **(Action preventing the root causes like this from originating again)** | | | |
| 制作附件检查清单，要求op&ip按照清单一一核对/画“√”，检查完成签字  Created a checklist for the trolley attachment. OP & IP are asked to use the checklist and record √ for each item. | | | |
| **Signature: Li Jianyang**  **Date: 2022/11/29** | | | |