

FREE MANUFACTURING NONCONFORMANCE TEMPLATE

Nonconformance Management Checklist

Use this 60-point checklist to control nonconforming material, WIP, and finished goods from detection and containment through scope, classification, disposition, rework, reinspection, external coordination, trends, CAPA escalation, and closure.

NCR ID / source

Detection date

Product / lot

Owner / quality reviewer

Internal manufacturing template. Apply current product specifications, nonconformance procedures, customer requirements, QMS controls, sector regulations, inventory-status rules, and authorized disposition criteria as controlling references.

1. Nonconformance detection, issue intake, requirement reference, and record creation

- 1
- Confirm the nonconformance record identifies the source, such as incoming inspection, in-process inspection, final inspection, audit, complaint, supplier issue, production deviation, maintenance event, or other detection point.
- CRITICAL
- NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Start with objective evidence. Record what failed, the requirement that was not met, where the issue was found, and the affected item before deciding...

- 2
- Verify the record states the specific requirement, specification, drawing, procedure, acceptance criterion, customer requirement, or other control that was not met.
- CRITICAL
- NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Start with objective evidence. Record what failed, the requirement that was not met, where the issue was found, and the affected item before deciding...

- 3
- Confirm the observed nonconforming condition is described factually and supported by measurements, photos, test results, defect codes, or other objective evidence.
- CRITICAL
- NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Start with objective evidence. Record what failed, the requirement that was not met, where the issue was found, and the affected item before deciding...

- 4
- Verify the affected material, part, product, WIP, equipment, process output, lot, batch, serial number, supplier, customer, or production order is identified where applicable.
- CRITICAL
- NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Start with objective evidence. Record what failed, the requirement that was not met, where the issue was found, and the affected item before deciding...

- 5
- Confirm discovery date, location, detector or inspector, quantity found, current process stage, and initial status are captured.
- NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Start with objective evidence. Record what failed, the requirement that was not met, where the issue was found, and the affected item before deciding...

- 6
- Record nonconformance ID, source, date, product or material, lot or batch, quantity, detector, process owner, and quality owner.
- NCR

FINAL STATUS | Enter

NCR OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: Start with objective evidence. Record what failed, the requirement that was not met, where the issue was found, and the affected item before deciding...

2. Immediate containment, segregation, identification, access control, and status visibility

7

Confirm nonconforming or suspect material is immediately identified and segregated from conforming stock using the approved physical and electronic controls.

CRITICAL

NCR

Controlled

Needs action

Critical

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Execution tip: Contain first. The physical item, system status, hold label, and warehouse or production location should all prevent unintended use, processing, release,...

8

Verify hold, quarantine, rejection, suspect, or other restricted status is clearly visible on the material, container, pallet, WIP, or finished goods.

CRITICAL

NCR

Controlled

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Contain first. The physical item, system status, hold label, and warehouse or production location should all prevent unintended use, processing, release,...

9

Confirm restricted stock cannot be issued, consumed, processed, transferred, packed, released, or shipped through normal system transactions.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Contain first. The physical item, system status, hold label, and warehouse or production location should all prevent unintended use, processing, release,...

10

Check access to quarantine, rejection, or controlled-hold locations is limited to authorized personnel where required by the site process.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Contain first. The physical item, system status, hold label, and warehouse or production location should all prevent unintended use, processing, release,...

11

Verify unidentified, mixed-status, damaged, or status-uncertain material is treated as controlled nonconforming or suspect output until resolved.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Contain first. The physical item, system status, hold label, and warehouse or production location should all prevent unintended use, processing, release,...

12

Confirm temporary containment locations do not create mix-up, contamination, traceability, safety, or inventory-control risks.

NCR

Controlled

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Contain first. The physical item, system status, hold label, and warehouse or production location should all prevent unintended use, processing, release,...

3. Affected quantity, scope, traceability, last known-good point, and escape assessment

13

Determine the potentially affected quantity using the last known-good inspection, production timing, lot or batch history, serial range, process state, or other available evidence.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Do not limit the scope to the first item found. Use traceability and process history to identify what may have been affected before and after detection.

14

Verify raw-material, component, WIP, finished-goods, supplier, machine, cavity, tool, shift, operator, line, or customer traceability is reviewed where relevant to scope.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Do not limit the scope to the first item found. Use traceability and process history to identify what may have been affected before and after detection.

15

Confirm material already transferred, processed, packed, released, shipped, or consumed is identified when it may fall within the affected scope.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Do not limit the scope to the first item found. Use traceability and process history to identify what may have been affected before and after detection.

16

Check similar lots, products, processes, locations, suppliers, equipment, or inspection periods for evidence of the same nonconformance where risk justifies expansion.

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Do not limit the scope to the first item found. Use traceability and process history to identify what may have been affected before and after detection.

17

Verify the organization assesses whether nonconforming product may have escaped internal controls or reached a customer or downstream operation.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Do not limit the scope to the first item found. Use traceability and process history to identify what may have been affected before and after detection.

18

Document the final affected scope, unaffected boundaries, quantity controlled, quantity potentially escaped, assumptions, and supporting evidence.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Do not limit the scope to the first item found. Use traceability and process history to identify what may have been affected before and after detection.

4. Nonconformance classification, severity, risk, escalation, and ownership

19

Classify the nonconformance using the organization's approved categories such as critical, major, minor, cosmetic, functional, safety, regulatory, process, supplier, or other relevant classification.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Use the organization's approved classification rules. Severity and risk should drive urgency, containment depth, approval level, and whether CAPA or...

20

Assess actual and potential impact on product quality, safety, compliance, functionality, reliability, delivery, customer requirements, or downstream processing.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Use the organization's approved classification rules. Severity and risk should drive urgency, containment depth, approval level, and whether CAPA or...

21

Confirm risk or priority reflects severity, scope, detectability, recurrence, customer exposure, and other relevant factors in the approved risk method.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Use the organization's approved classification rules. Severity and risk should drive urgency, containment depth, approval level, and whether CAPA or...

22

Assign a named owner for containment, evaluation, disposition, communication, and closure with the necessary authority and competence.

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Use the organization's approved classification rules. Severity and risk should drive urgency, containment depth, approval level, and whether CAPA or...

23

Verify high-risk, safety-related, regulatory, customer-impacting, repeated, or systemic nonconformances are escalated through the required quality and management channels.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Use the organization's approved classification rules. Severity and risk should drive urgency, containment depth, approval level, and whether CAPA or...

24

Confirm criteria for CAPA initiation, supplier corrective action, incident investigation, recall review, customer notification, or other formal escalation are applied consistently.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Use the organization's approved classification rules. Severity and risk should drive urgency, containment depth, approval level, and whether CAPA or...

5. Evaluation, technical review, disposition decision, and authorization

25

Confirm qualified personnel evaluate the nonconformance against the current specification, drawing, customer requirement, functional need, and known process impact.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Disposition is a controlled decision, not a convenience choice. The reviewer should understand the requirement, defect, intended use, risk, and...

26

Verify proposed disposition options such as rework, repair, sort, use-as-is, concession, return to supplier, scrap, downgrade, or other approved action are technically appropriate.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Disposition is a controlled decision, not a convenience choice. The reviewer should understand the requirement, defect, intended use, risk, and...

27

Confirm disposition decisions identify the exact quantity, lot or serial range, conditions, restrictions, required follow-up, and responsible owner.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Disposition is a controlled decision, not a convenience choice. The reviewer should understand the requirement, defect, intended use, risk, and...

28

Verify use-as-is, concession, deviation, or acceptance outside normal requirements receives the required internal and customer approval where applicable.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Disposition is a controlled decision, not a convenience choice. The reviewer should understand the requirement, defect, intended use, risk, and...

29

Check safety, regulatory, special-characteristic, and customer-specific nonconformances are not dispositioned by personnel lacking required authority.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Disposition is a controlled decision, not a convenience choice. The reviewer should understand the requirement, defect, intended use, risk, and...

30

Retain objective evidence supporting the disposition decision, including technical assessment, test data, approvals, customer authorization, or supplier communication where required.

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Disposition is a controlled decision, not a convenience choice. The reviewer should understand the requirement, defect, intended use, risk, and...

6. Rework, repair, sorting, controlled instructions, and reinspection

31

Confirm rework, repair, sorting, screening, or other corrective processing is performed using approved instructions, criteria, equipment, and authorized personnel.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Rework should return product to the approved requirement using a controlled method. After rework or sort, verify the corrected output and any...

32

Verify rework instructions identify the affected product, operation, method, acceptance criteria, inspection requirements, and any restrictions or special controls.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Rework should return product to the approved requirement using a controlled method. After rework or sort, verify the corrected output and any...

33

Check rework or repair does not introduce new damage, altered function, contamination, dimensional change, traceability loss, or other unintended consequences.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Rework should return product to the approved requirement using a controlled method. After rework or sort, verify the corrected output and any...

34

Confirm sorted or screened populations remain traceable and accepted, rejected, and unverified quantities are clearly separated throughout the activity.

CRITICAL

NCR

Controlled

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Rework should return product to the approved requirement using a controlled method. After rework or sort, verify the corrected output and any...

35

Verify reworked, repaired, or sorted output is reinspected or retested against applicable acceptance criteria before release.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Rework should return product to the approved requirement using a controlled method. After rework or sort, verify the corrected output and any...

36

Record rework quantity, accepted quantity, rejected quantity, scrap, inspector, equipment used where relevant, reinspection result, and final status.

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Rework should return product to the approved requirement using a controlled method. After rework or sort, verify the corrected output and any...

7. Supplier nonconformance, customer impact, communication, and external coordination

37

Confirm supplier-caused nonconformance records link to the supplier, purchase order, material, lot, incoming evidence, quantity, and supplier communication.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: External communication should be timely and controlled. Clearly separate internal containment from supplier responsibility, customer approval, or...

38

Verify supplier return, replacement, debit, containment, supplier corrective action, or other supplier follow-up is initiated according to the organization's criteria.

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: External communication should be timely and controlled. Clearly separate internal containment from supplier responsibility, customer approval, or...

39

Assess whether customers may be affected by released or shipped nonconforming product and escalate through the approved customer-communication process where required.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: External communication should be timely and controlled. Clearly separate internal containment from supplier responsibility, customer approval, or...

40

Confirm customer concessions, deviations, notifications, return authorizations, replacement commitments, or other external decisions are documented and linked to the nonconformance.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: External communication should be timely and controlled. Clearly separate internal containment from supplier responsibility, customer approval, or...

41

Verify any regulatory, certification, safety, warranty, recall, field-action, or mandatory reporting consideration is reviewed by the appropriate authorized function where applicable.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: External communication should be timely and controlled. Clearly separate internal containment from supplier responsibility, customer approval, or...

42

Retain relevant supplier, customer, logistics, technical, and regulatory correspondence as part of the controlled nonconformance evidence.

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: External communication should be timely and controlled. Clearly separate internal containment from supplier responsibility, customer approval, or...

8. Final status, release, inventory correction, scrap, return, and closure controls

43

Confirm accepted, reworked, concession-approved, scrapped, returned, downgraded, or otherwise dispositioned quantities are accurately recorded.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Close the physical and system loop. Product status, inventory quantity, labels, locations, ERP or MES records, and disposition evidence should all agree...

44

Verify final physical labels, system status, inventory location, lot or serial status, and warehouse or production records agree with the approved disposition.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Close the physical and system loop. Product status, inventory quantity, labels, locations, ERP or MES records, and disposition evidence should all agree...

45

Confirm only authorized personnel release corrected or concession-approved material from restricted status to normal use, processing, inventory, or shipment.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Close the physical and system loop. Product status, inventory quantity, labels, locations, ERP or MES records, and disposition evidence should all agree...

46

Verify scrapped or destroyed product is rendered unusable or otherwise controlled according to the site's procedure where required to prevent unintended reuse.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Close the physical and system loop. Product status, inventory quantity, labels, locations, ERP or MES records, and disposition evidence should all agree...

47

Check returned-to-supplier, customer-returned, or transferred nonconforming material remains traceable until final confirmed disposition.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Close the physical and system loop. Product status, inventory quantity, labels, locations, ERP or MES records, and disposition evidence should all agree...

48

Confirm the nonconformance is not closed while unresolved affected stock, pending approvals, incomplete reinspection, open customer action, or missing disposition evidence remains.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Close the physical and system loop. Product status, inventory quantity, labels, locations, ERP or MES records, and disposition evidence should all agree...

9. Trend analysis, recurrence, CAPA escalation, supplier trends, and process learning

49

Trend nonconformances by source, defect type, product, process, supplier, customer, line, machine, shift, location, severity, and disposition where useful.

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Individual nonconformances may be small while the trend is significant. Review recurrence by defect, process, supplier, product, shift, equipment, and...

50

Review recurrence, repeated containment, repeated rework, repeated concessions, high scrap, supplier repetition, and customer escapes for systemic patterns.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Individual nonconformances may be small while the trend is significant. Review recurrence by defect, process, supplier, product, shift, equipment, and...

51

Confirm recurring, significant, high-risk, or systemic nonconformances are evaluated against the organization's criteria for CAPA initiation.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Individual nonconformances may be small while the trend is significant. Review recurrence by defect, process, supplier, product, shift, equipment, and...

52

Verify supplier-related trends feed supplier performance review, supplier corrective action, receiving controls, sourcing decisions, or other approved supplier-quality processes where appropriate.

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Individual nonconformances may be small while the trend is significant. Review recurrence by defect, process, supplier, product, shift, equipment, and...

53

Use nonconformance trends to update inspection plans, control plans, training, maintenance, process controls, risk assessments, audit focus, or quality objectives where justified.

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: Individual nonconformances may be small while the trend is significant. Review recurrence by defect, process, supplier, product, shift, equipment, and...

54

Document the rationale when a repeated or significant trend does not trigger CAPA or another systemic action despite meeting review thresholds.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: Individual nonconformances may be small while the trend is significant. Review recurrence by defect, process, supplier, product, shift, equipment, and...

10. Records, data integrity, audit trail, effectiveness follow-up, and management sign-off

55

Confirm nonconformance records are complete, legible, attributable, dated, traceable, and retained according to the organization's document and record-control process.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: A strong nonconformance record should allow an independent reviewer to reconstruct what failed, what was controlled, who decided disposition, what...

56

Verify corrections to paper or electronic records preserve original information and follow approved data-integrity or record-correction practices.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: A strong nonconformance record should allow an independent reviewer to reconstruct what failed, what was controlled, who decided disposition, what...

57

Check the record links supporting evidence such as photos, measurements, inspection reports, hold labels, disposition approvals, reinspection results, supplier records, customer approvals, and CAPA where applicable.

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: A strong nonconformance record should allow an independent reviewer to reconstruct what failed, what was controlled, who decided disposition, what...

58

Confirm overdue evaluations, pending dispositions, aging quarantine stock, unresolved customer actions, and open high-risk nonconformances are visible and escalated.

CRITICAL

NCR

NCR item	Current status	Owner	Evidence	Disposition
----------	----------------	-------	----------	-------------

Execution tip: A strong nonconformance record should allow an independent reviewer to reconstruct what failed, what was controlled, who decided disposition, what...

59

Verify any required follow-up or effectiveness check is scheduled and linked when disposition or containment alone does not demonstrate sustained process correction.

NCR

NCR item	Current status	Owner	Evidence	Disposition
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Execution tip: A strong nonconformance record should allow an independent reviewer to reconstruct what failed, what was controlled, who decided disposition, what...

60

Record final nonconformance status, affected quantity, disposition, CAPA status, residual risk, closure date, owner, quality reviewer, process owner, and management approval.

CRITICAL

NCR

FINAL STATUS | Enter

NCR OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: A strong nonconformance record should allow an independent reviewer to reconstruct what failed, what was controlled, who decided disposition, what...