

Laboratory Assessment Nonconformity Corrective Action Report

Name/Location of Laboratory:	Assessment Report No:
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Please use this form when preparing responses to nonconformities from on-site assessments. Describe in the areas provided the corrective action taken to resolve the nonconformity. Corrective action of nonconformities includes root cause analysis and a plan to monitor the effectiveness of the corrective action. Attach any supporting documentation.

Nonconformity - Finding Letter / Paragraph: _____ / _____ Page: _____

IMMEDIATE ACTION

Describe the immediate action taken to prevent this nonconformity from affecting test results:

ROOT CAUSE ANALYSIS

What is the reason that allowed the nonconformity to happen? (Answering this question is step one in a process to obtain the true root cause. It may take several iterations of questioning in order to uncover the key problem that, when corrected, will prevent a recurrence.)

What improvements to the quality system can be implemented to prevent a similar finding? (The improvements must address the true root cause identified above.)

PLANNED MONITORING ACTIVITIES

Describe the plan to monitor the effective implementation of the improvement(s) identified above: