

QA Non-Compliance Report / Corrective Action Request

Reference: Kyra Quality Process, rev 0 Jan 2002, Section 13

Application: This worksheet will facilitate reporting and proper follow-up activities, where deficiencies, non-compliances, or conditions detrimental to product quality are observed. Any Kyra employee may submit a QA Non-Compliance Report / Corrective Action Request to the Management Representative for Quality or his delegated representative, at any time. The Management Representative for Quality shall initiate action to correct deficiencies and document their resolution. Submitter shall be informed of the final disposition of the issue.

Distribution: The master copy of this Worksheet shall be maintained in the Quality Folder, Appendix QA-A-13.2 of the Kyra Quality Procedure. Completed Corrective Action Requests shall be maintained, with replies attached, in the Quality Folder as specified in Sections 5 and 16 of the Kyra Quality Process. This form shall be made available to all Kyra personnel for use as necessary.

Submitted by (<i>name/title</i>)	Received for QA action by (<i>name/title</i>)
Date:	Date:
<input type="checkbox"/> A particular product, contract, or process is affected (<i>specify</i>)	
This corrective action request is regarding: <ul style="list-style-type: none"> <input type="checkbox"/> Availability, adequacy, or condition of QA Program documentation <input type="checkbox"/> Availability, adequacy, or condition of product specifications, work orders, process documents, etc. <input type="checkbox"/> Availability, adequacy, or condition of tools, equipment, manuals, supplies, workstations, etc. <input type="checkbox"/> Availability, adequacy, or condition of storage areas, containers, supplies, equipment, etc. <input type="checkbox"/> Hazardous or uncontrolled conditions which may affect product quality <input type="checkbox"/> Request for evaluation and disposition of noncompliant product or materials. <input type="checkbox"/> Request for release of product for urgent use prior to QA acceptance, subject to identification and traceability as required in Section 8 of the Kyra Quality Process <input type="checkbox"/> Other (<i>specify</i>) 	
Describe the problem:	
<input type="checkbox"/> Additional documentation is attached	
Requested or suggested corrective or preventive action:	
<input type="checkbox"/> Additional documntation is attached	
Disposition (for QA department use only) <i>Describe actions taken or scheduled</i>	
<input type="checkbox"/> Additional documentation is attached	
Reviewed by (<i>name/title</i>)	<input type="checkbox"/> Copy completed form QA-A-13.2 to submitter <input type="checkbox"/> Copy QA action report to submitter <input type="checkbox"/> Memo describing action(s) taken to submitter
Date	