

Nonconformance #: # 3	Date: February 2 2017
Name of Initiator: Shawn Parker	Area/Process Discovered: Board Room (IT Dept)
Department: IT Dept	Quality Assurance Manual Reference: 4.11.6.4
Details of Nonconformance	
Found Certified Test Weights in Board Room, not properly put back in case.	
Signed by: Shawn Parker Date: Feb 2 2017	
<input type="checkbox"/> Check this box if this is an Opportunity for Improvement.	
Corrective/Preventive Action	
1 – Disposition of nonconformance: Two Certified Test Weights were left on table in Board Room.	
2 – Root Cause Analysis Findings (if applicable): The two IT Personnel Software Developer and Programmer had utilized the Test Weights to assess a Customer's equipment to determine price quote and the meeting only ended after 5 o'clock. Once meeting was over, they were running late and did not take the time to return the Test Weights to its "Designated Area".	
3 – Corrective Action Plan: Both personnel member were advised to take the time to return the Test Weights or make arrangement to ensure it is returned.	
Signed by: Nancy Doiron Position/Title: QAS	
Target Date: Completion Date:	
Verification of the Corrective/Preventive Action	
Acceptance of the corrective/preventive action / comments:	
Signed by: Date:	