

	REPORT ON DISCREPANCY		Number: № _____ Date: «__» ____ 13.	
	Date of issue: «__» ____ 2012.	Revision date: «__» ____ 2012	System number: PΦ-	Page: 1 of 2

THE DISCREPANCY NAME: _____

Answer following questions as more as possible precisely. Please, give physical acknowledgement, drawing or a photo. If it is inapplicable, specify **NA**. Use the additional document if it is necessary, for the discrepancy description. Questions with 1 on 10 should be described the employee of company Name. surname _____ a position _____ Points 11-17 should be filled by a management.

The discription:
Concerns it CCP, yes or not? (Please, make a circle). What CCP?.....
Concerns to: to raw materials, packing materials, processing, packing, training, complaints, storage.
Type: chemical, physical, bacteriological, tool, another (Please, underline where it is applicable)

1. Describe, what has occurred?

2. What, in your opinion, is the possible reason of discrepancy?.....
3. What physical proofs can be submitted?.....

4. What production is mentioned?

5. Number of the pallet, a box or a consignment of goods or other description?.....
6. What mentioned quantity?.....
 Specify a corresponding unit of measure: kg, ton, litre, a box
7. **Who has found out** discrepancy?.....
When it was revealed: Time..... Date.....
8. **When there was** a discrepancy? Time..... Date.....
9. Production has been withdrawn? **Yes** or not? Please, will conclude in a circle. And where?

10. Whether it has been established, what production has been frozen? **Yes** or not? Please, note.
11. What **immediate actions** or **correction** have been undertaken for elimination of the found out discrepancy?

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12. What possible damage from discrepancy? **Approximate cost in manats**

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13. What has been defined as a discrepancy **principal cause**?

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14. What **constructive decision** or **correcting action** has been undertaken for elimination of the reason of a problem and prevention of **new occurrence**?

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15. What results of correcting actions?

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16. What **final decision**, intention concerning production? Exactly describe the decision:

- Recoverable production wastes or not?.....
- Non-recoverable production wastes, marriage, destruction and-or recycling

17. Whether the situation of discrepancy was subject to verification for the purpose of verifying the efficiency of actions? **Yes** or not? Please, made a circle. Give the proof to it OHC (for example, a copy of control sheet)

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18. Any other comment concerning the issue.

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responsibility	initiated	considered	implemented	approved
Function		Manager on production	General manager on food safety	General manager
The signature + Date				