	REPORT ON DISCREPANCY		Number: № _____ Date: «__» ____13.	
			Date of issue: «__» ____2012.	Revision date: «__» ____2012

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)


- Describe, what has occurred?

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

- What production is mentioned?

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- Production has been withdrawn?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

- Whether it has been established, what production has been frozen? **Yes** or not? Please, note.
- 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				