DISCREPANT MATERIAL REPORT

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DMR# _____
Hold Tag#: _____
Date Received: _____
Date inspected: _____

Vendor/LCM _____
Address _____
_____
Vendor fax: _____

Sample attached: Yes ☐ No ☐
Detected at: Incoming ☐ In-process ☐

Description: _____
LCM Part #: _____
Quantity: _____
PO #: _____
Initiator: _____

Customer return ☐

PROBLEM

Specification	Description of Discrepancy	Qty. Insp.	Qty. Rej.

Remarks: _____

DISPOSTION OF MATERIAL

Use as is ☐ Use with deviation ☐ Sort ☐ Rework ☐ Return ☐ Scrap ☐

Expense of: LCM ☐ Vendor ☐

Remarks: _____

_____

Does this corrective action need to be implemented to other similar products? Yes ☐ No ☐

Authorized by: _____ Title: _____ Date: ___/___/_____

PURCHASING

Contact _____ Date ___/___/____ Caution ☐ Return/Debit ☐ Scrap/Debit ☐

CORRECTIVE ACTION REQUIRED: Yes ☐ No ☐
If corrective action is required, return to Quality Assurance Manager by _____

Remarks: _____

_____

Authorized by: _____ Title: _____ Date: ___/___/_____

DISCREPANT MATERIAL REPORT CONT.

CORRECTIVE ACTION REQUEST

(Instructions on page 3)

1. Problem Description:

2. Interim Action / Containment:

3. Root Cause:

4. Verification / Corrective Action:

5. Control (Similar Products and Updated Documents)

6. Prevention

Signature: _____ Date: ___/___/_____

6 Step Action Items

1. Problem description

Clearly describe the problem. Include in the description What, Who, Where, When, Why, How Many, and How Much / How often

2. Interim Action / Containment (Response required within 24 hours from receipt of corrective action)

State interim actions as what can be immediately done to stop the defect from continuing. Clearly state all containment actions that will take place to ensure defective parts will not be used at customer. Include lot numbers, quantities, dates of suspect parts already shipped to customer. Include lot numbers, quantities, and dates of suspect in-house product

3. Root Cause

Clearly state root cause. Provide evidence through root cause analysis. Get to the lowest level of the problem

4. Verification (Completed within 30 days of date of issue)

Describe the permanent corrections that will take place based on the root cause analysis. Include the planned activity that will take place. Effective dates for planned activities need to be included. This is the date corrected parts will be shipped and the effective date of implementations.
Identify testing conducted to ensure permanent action is effective. Verification involves conducting tests, experiments, etc., to ensure that the corrective actions already in place are solving the problem.

5. Control (Similar Products & Updated Documents)

Describe the controls used to make sure final permanent actions are working as expected and will continue to work even after verification. Examples of control include, but are not limited to, gauging, SPC charting, audits, checklists, etc. Include date for planned submission of control evaluation.

6. Prevention

Describe the changes to management systems, quality systems, practices and procedures to prevent the problem/defect from reoccurring, i.e. PFMEA, Control Plan, Process Flow diagrams, operator instructions, Error and Mistake Proofing. Provide evidence of the changes made and the effective dates. Be sure to evaluate similar products within the facility.

Print Form