Client Name:

**NC management 不符合管理**

**Steps to completion: 完成步驟：**

**1) Review the raised non-conformities 審核您的不符合項**

**2) Complete this document and collate evidence 根據需要填寫本文件並整理證據**

**3) Reference the helpful hints in the standard on NC responses 參考標準中有關NC關閉的有用提示**

**3.1 Containment Action 遏止行動**

**3.2 Root Cause Analysis 原因分析**

**3.3 Long Term Corrective Action 長期改善行動**

**4) Submit the NC document and supporting evidences by the Required Response Date. 按照本報告中說明的要求回覆日期提交NC文件和證據**

**5) Submissions should be made to** **bestiso2018@gmail.com****. Note: please do not submit directly to your auditor** **bestiso2018@gmail.com** **。 注意：請不要直接提交給您的稽核員**

**6) You should complete one table for each non-conformity. 為每個不符合項填寫一份表格。**

**7) Please note: failure to provide responses to non-conformities by the required response date may put your certification at suspend risk. 請注意：在規定的回****覆日期內未能提供不合格回覆可能會使您的驗證處於失效的風險之中**

Client Name:

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|  |  |  |  |
| --- | --- | --- | --- |
| Ref No. | Standard | Clause No. | **Minor / Major** |
|  |  |  |  |
| **Statement of Non-conformity & objective evidence to support finding** 不符合聲明和客觀證據 |
|  |
| **Completed by the Organization *Please provide information and attachments evidence if necessary***由組織完成 請在下面提供信息與附件證據 |
| **Containment Action 遏止行動** |
|  |
| **Root Cause Analysis 原因分析** |
|  |
| **Long Term Corrective Action 長期改善行動** |
|  |
| **Planned completion date for above actions****預計完成日 不超過 30 日** |  |  |

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