

NON-CONFORMING MATERIAL REPORT

Distribution:

Quality Manager
 Vice President Manufacturing
 Vice President Operations
 Department Managers

Date: _____

TO:
 FROM:
 CUSTOMER:

SECTION A

	K Item #	Die #	Alloy/Temper	Lbs.	Pieces	Bundle#	RMA No: Reason for Complaint
1							
2							
3							

Keymark Material Customer Material

RMA Required: yes no at later date Sample Enclosed: yes no

Seen By: _____ Date: _____

of Re-occurrences: _____

SECTION B

	Cause of Problem: (Dept. Manager response)
1	
2	
3	

SECTION C

	Action Taken to Prevent Recurrence: (Dept. Manager response)
1	
2	
3	

Department Manager _____

Quality Manager _____