RESTAURANT NAME	RESTAURANT ADDRESS

Non-conformance log

Record an immediate action, assign follow-up and verify the correction.

Open a record

- Give each issue a reference. Record the date, location, product or equipment and the observed facts.
- Record the immediate measure and link it to the relevant delivery, temperature or cleaning check. Identify the cause and set a corrective action.
- Assign a person and due date. Confirm that the correction was effective and record the date and initials when closing.

Example - NC-01, 12 Nov. A delivery carton arrived open. The receiver rejected it, noted the issue on the delivery paperwork and informed the supplier. The kitchen lead checks the packaging on the next delivery before closing the record.

FR | Consigner le constat, l’action immédiate, le responsable, l’échéance et la vérification avant clôture.

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Issues and corrective actions

Use one line per issue and include any references to supporting records.

Period	Register owner	Review date

Date / ref.	Finding / evidence	Immediate action	Cause / corrective action	Owner / due date	Verification / closed	Initials