Abnormality Handling Record Sheet

Date:	
Department:	Line Number(s):

Process					Abnormality Occurrence	Action for product（Defective / Trace back）		Recovery		Criteria to start		Reoccurrence Prevention	Check the next day		
Date	Time	Who found	4M	List NO.	Abnormality Contents (What kind of phenomenon/event?)	Inspection Result of Last Products (Is there any outflow to the next-process?)	Result of Trace Back	Action Contents/Result (How to return to the original state)	(Upper) Product quality check result before change (Lower） Product quality check result after change	Evaluation Before/After Change Point	Decision By :	Recurrence Prevention (Plan)	CL check	QC check	Mgr. check
			Man Machine Material Method		Line： Part Number：	Quantity＝ Item & Result Defect contained (Yes・No) at the process?：	Traceback Needed: (Yes・No) Results:		Qty Checked＝ Check Results＝ Data on separate document? ( ) Qty＝ Initial product lot No. Item＝ Data on separate document? ( )	OK ・ NG		Nonconformance Report? (№:)・No Need	Report to Plant Mgr./QA Mgr. Reported・No Need		
			Man Machine Material Method		Line： Part Number：	Quantity＝ Item & Result Defect contained (Yes・No) at the process?：	Traceback Needed: (Yes・No) Results:		Qty Checked＝ Check Results＝ Data on separate document? ( ) Qty＝ Initial product lot No. Item＝ Data on separate document? ( )	OK ・ NG		Nonconformance Report? (№:)・No Need	Report to Plant Mgr./QA Mgr. Reported・No Need		
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