



## Deviation Report Form

(Ref. [SOP QMS-035](#); [MAN-080](#))

<b>DR Number:</b>	<b>DRX-YYYY</b>	<b>Priority</b>	
Author (Reported by)		Date Reported	Area/Team Responsible
<b>DR Type:</b> (fill in applicable information)			
<b>DR5 Customer Complaint Deviation</b>			
Customer No.:		Delivery Doc. No.:	
Sales Order No.:		Customer Material No.:	
Sold to Party No:			
<b>DR8 Material Complaint Deviation</b>			
Vendor No. or Vendor Name:		Purchasing Doc. Number:	
Material Doc. No.:		Vendors Material No.:	
<b>DR1 Process / Procedural Deviation</b>			
Product code:		Equipment No.	
MI Sheet No.:		Batch (BPN):	
<b>DR4 Audit Deviation</b>			
Audit Ref. No.		Audit Type	
<b>DR2 EHS Deviation</b>			
<b>Deviation Title</b>			
<b>Description (Must be filled in for all deviation types)</b>			



## Deviation Report Form

### Management Response Tasks

#### 1. Area Manager Response Tasks

(Describe the facts, corrective actions taken. If a preventative action is necessary list in the Follow up tasks. Sent the report to Second management response tasks)

**Name:**

**Sign:**

**Date:**

#### 2. Second Management Response Tasks

(Review area manger's response and justify efficacy of corrective actions taken. If a preventative action is necessary list in the Follow up tasks. Sent the report to QA management response tasks)



## Deviation Report Form

### 3. QA Management Response Tasks

QA Manager to evaluate the deviation and assess the potential impact to the product quality, validation and regulatory requirement. Asses efficacy of the actions taken. Approve the DR)

Name:	Sign:	Date:
<b>Follow up Tasks</b>		
<b>Task 1:</b>		
Assigned To	Planned finished date	
Confirm Task 1 completed:	Sign:	Date:
<b>Task 2:</b>		
Assigned To	Planned finished date	
Confirm Task 2 completed:	Sign:	Date:
<b>QA manager Approval Task</b>		
Confirm follow up tasks completed:	Sign:	Date:

List all follow up tasks in the QA Metrics Sheet. Place the completed report into completed DR file.