

Attachment 3a

Example Non-Conformance Sheet

Deviation Report					
[Company Name]		Name		Date Printed	Page x of x
[Company Address]					
Telephone					
Department	XYZ	Deviation Date	dd/mm/yyyy	Deviation No.	123
See Calibration Cert No.	123	Previous Cal. Date	dd/mm/yyyy		
		Tag No.	AB-123-4567		
Deviation The frequency of this Instrument is greater than 123 days. It was calibration 123 days after its normal calibration rate. Errors based on (Before & After) Errors BEFORE Adjustment Rising Calibration Instrument Bench #3, Line 2, has exceeded the allowed tolerance. The indicated value was 0.00 (Lower Tol: 2.30, Upper Tol: 2.70) BEFORE Adjustment Rising Calibration Instrument Bench #3, Line 3, has exceeded the allowed tolerance. The indicated value was 0.00 (Lower Tol: 4.80, Upper Tol: 5.20) BEFORE Adjustment Rising Calibration Instrument Bench #3, Line 4, has exceeded the allowed tolerance. The indicated value was 0.00 (Lower Tol: 7.30, Upper Tol: 7.70) BEFORE Adjustment Rising Calibration Instrument Bench #3, Line 5, has exceeded the allowed tolerance. The indicated value was 0.00 (Lower Tol: 9.80, Upper Tol: 10.20)					
Action Required: Replace transmitter			Raised By: First name Last name		
Corrective Action Taken: Transmitter replaced (like for like). Accident & Incident 1234.567 raised.			See Calibration Cert. No: 123		
Results of Action: Pressure transmitter now functions within tolerance.					
Signature:			Date:		