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| **Record of non-conformance – Internal Quality Assurance and Evaluation System**  |
| **A constituent part of the USB:** |  | **Ref. No. of non-conformance:**  |  |
| **The process concerned by the non-conformance:** |  |
| **Established by:** |  | **Date when the non-conformance was established:** |  |
| **Person in charge of dealing with the non-conformance:** |  | **Deadline for resolving the non-conformance:** |  |
| **Description of the non-conformance:** |
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| **Cause of the non-conformance:** |
|  |
| **Corrective measure:** |
|  |
| **Preventive measure:** |
|  |
| **A review of the way the non-conformance was resolved (efficiency of the approved corrective/preventive measures):** |
|  |
| **Quality Coordinator:** |  | **Date:** |  |