

# Product Quality Defect Report Form

*Instructions: Fill out this form to document and report product quality issues. This document is designed for physical printing and archiving.*

## 1. Reporter & Date Information

Reporter Name:

Department / Section:

Date of Report:

Contact Information (Phone/Email):

## 2. Product Information

Product Name:

Product Code / SKU:

Batch / Lot Number:

Date of Manufacture:

## 3. Defect Details

Defect Category (e.g., Packaging, Physical, Functional, Contamination):

Detailed Description of the Defect:

Quantity of Affected Units:

Severity Level (Low, Medium, High, Critical):

## 4. Action & Disposition

Immediate Action Taken (e.g., Quarantined, Scrapped, Held):

## 5. Signatures (For Printed Sign-off)

Quality Investigator Name:

Quality Investigator Signature:

Date of Sign-off:

YYYY-MM-DD