|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **生產異常處理單** | | | | | | |
|  | | | **填寫日期\*：** | | | |
| **填寫人\*** |  | | **所屬部門\*** | |  | |
| **生產異常描述\*** |  | | | | | |
| **異常產品品名\*** |  | | **異常產品規格\*** | |  | |
| **異常發生時間\*** |  | | **異常發生地點\*** | |  | |
| **處理措施 (請表單填寫人填完處理措施部分)** | | | | | | |
| **臨時處理方法\*** |  | | | | | |
| **異常原因分析** |  | | | | | |
| **負責人\*** |  | | **日期\*** | |  | |
| **改善對策 (已下部分由生產單位管理者填寫)** | | | | | | |
| **長期對策及**  **預防措施\*** |  | | | | | |
| **負責人\*** |  | | **日期\*** | |  | |
| **效果追蹤 (以下部分為驗收單位管理者填寫)** | | | | | | |
| **追蹤驗證\*** |  | | | | |
| **負責人\*** |  | **日期\*** | |  | |