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CORRECTIVE AND PREVENTIVE ACTION

Origination Date: XXXX

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Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:

This document describes the procedures used to correct and prevent nonconformities.

REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

Your Logo	Your Company Name	Corrective and Preventive Action
CAGE: xxxxx		Rev: xx

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PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released". **Date Printed:**	Form Rev: Orig

1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct or prevent nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could be work defects found during production, errors found in documents, equipment problems or problems related to how the Company performs functions in its processes. "Corrective action" is simply the "fix" that corrects the problem.

Whenever we take corrective action we also attempt to prevent the problem from recurring, which is known as "preventive action". There are times when preventive action is a standalone activity, specifically when reporting a problem that does not exist at the moment but could exist if something isn't done.

Having a formal system to record and resolve both existing and potential problems ensures that these problems do not occur or reoccur, thereby improving our work, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS

3.1   The Company utilizes a Nonconformance Report (NCR) form to record both nonconformances related to its work, processes and quality system as well as compliments or positive feedback. The form and system are used for

3.2   ALL employees are empowered with the ability to report sources of problems and nonconformances.

3.3   No disciplinary action may be attached to the submission of NCR's.

3.4   The Quality Manager has been assigned the role of NCR Administrator.

3.5   For the processing and routing of NCR's see Process Map.

3.6   If the responsible manager determines they are not responsible for the issue involved, they must return the NCR to the NCR Administrator for re-routing.

3.7   Actions taken are

3.8   The Quality Manager monitors the NCR Log to

3.9   In addition to corrective action efforts, management utilizes

3.10 The management review process ensures ████████████████████████████████
████████████████████████████

3.11 Where work is suspected of a nonconformance, the Company ████████████████████
██████████████████████████████████

4.0 PROCEDURE: CORRECTIVE ACTION REQUEST (CAR)

4.1 Any purchasing agent may submit a Corrective Action Request (CAR) to a Supplier that has shown ████████████████████████████

4.2 CAR's are processed through the same steps as the NCR but are routed to the Supplier for root cause analysis and action planning. CAR's are logged separately.

4.3 Failure of a Supplier to respond to a CAR or to respond with an insufficient action plan may mean adjustment to that Supplier's evaluation standing.
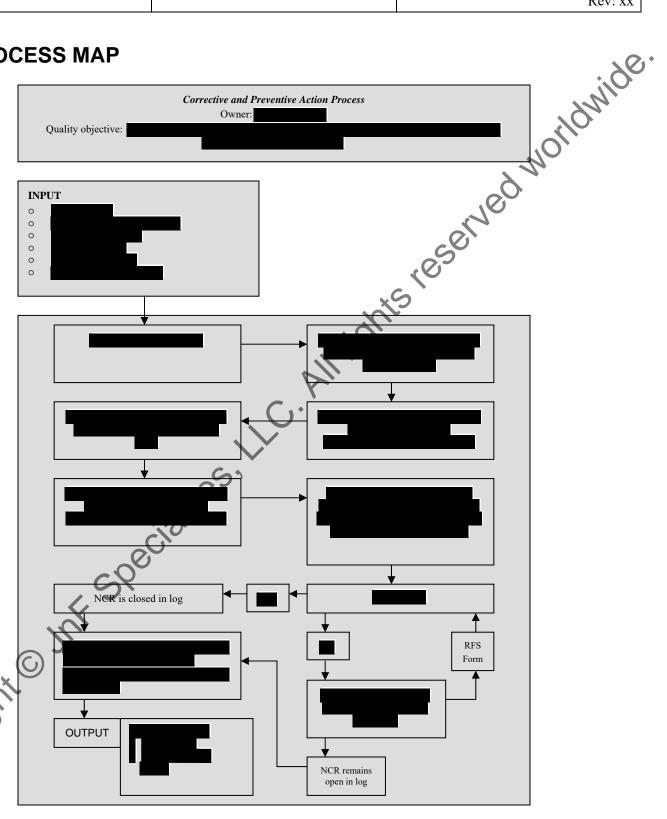
5.0 PROCESS MAP

Corrective and Preventive Action Process

Owner: ▮▮▮▮▮

Quality objective: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

INPUT

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NCR is closed in log

RFS Form

OUTPUT

NCR remains open in log