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CORRECTIVE ACTION PROCEDURE

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Abstract:

This document describes the procedures used to correct nonconformities.

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Referenced documents are displayed in ***bold/italic*** font.

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1.0 PURPOSE

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

2.0 THEORY

Corrective action is applied to correct nonconformities, which could be defects found [REDACTED] that corrects the problem. Having a formal system to record and resolve both existing and potential problems ensures [REDACTED]

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a **Request for Support** (RFS) form to record nonconformities related to [REDACTED] possible problems. In all cases, [REDACTED] for activities that do not strictly fall within MRB or CCB disposition.

3.2 ALL employees are empowered with [REDACTED]

3.3 No disciplinary action [REDACTED]

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

3.5 For the processing and routing of RFS's, see enclosed Process Map.

3.6 If the responsible manager determines [REDACTED] for re-routing.

3.7 Actions taken [REDACTED] by management.

3.8 The Quality Manager [REDACTED] the **RFS Log** to determine [REDACTED] are resolved.

3.9 In addition to corrective action efforts, management [REDACTED] of records and summaries of nonconformities, management [REDACTED] and other sources of information to generate corrective action requests, which shall be reported to management and be used to address potential nonconformities.

3.10 [REDACTED] based on the data and reports presented [REDACTED]

3.11 [REDACTED] the Company [REDACTED] corrective action that include [REDACTED]

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3.12 Corrective action requirements include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.13 Corrective action is applied according to the magnitude of problems and risk to safety when:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR's)

4.1 Any purchasing agent may submit an *Investigation and Corrective Action Request* (ICAR) [REDACTED] for nonconformity.

4.2 ICAR's are processed through the same steps as the RFS but are [REDACTED] ICAR's are logged [REDACTED]

4.3 Failure of a Supplier [REDACTED] standing.

Left blank intentionally

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5.0 PROCESS MAP

