QMS/CAR Ref.	Date:	Name:
Refer to CAR Log		

1. Describe the Corrective Action:

	Select corrective action type				
ype:	Corrective action for existing issue		Corrective action for a potential Issue		
μ,	Opportunity for improvement		Other suggestion		

::	Set the priority for response level				
iority	Low (Respond as and when available)		Medium (Respond as soon as possible)		
Pri	High (Respond by deadline)	Urgent (Respond immediately)			

	How did the corrective action become known?						
	Internal Audit	External Audit	Supplier Audit				
_	Customer Feedback	Employee Feedback	Supplier Feedback				
So	Interested Party Feedback	Management Review Action	System Failure				
	Process Failure	Procedure Failure	Product/Service Issue				

	Define the process(es) in which the corrective action arose
ation:	1.
Locat	2.
	3.

Description of Issue:

Description of 133	Juc.			
(Describe the issue using plain language, list any relevant documents, names of others who may be aware)				
	r			
Submitted By:	c	Date:		
Submit this report to the Process Owner and Quality Manager for Root Cause Analysis				

Corrective Action Report

ISO 9001:2015 QMS

CAR Assigned To (Name):	Date Assigned:	Process Owner:
Refer to CAR Log		

2. Resolve the Corrective Action:

Root Cause of the Problem: (Identify the root cause using the 5-whys technique. Root cause analysis is mandatory for corrective action but is optional for OFIs and suggestions. Examples of possible contributing factors to be considered when doing the 5-whys root cause analysis are shown on Page 4) 1st. Why: 2nd. Why: 3rd. Why: 4th. Why: 5th. Why, and Root Cause: **Proposed Corrective Action:** (Describe proposed method for interim corrective action, e.g. containment, if required) (Describe proposed method for permanent corrective action)

Root Cause & Action Planning Prepared By:				
	Signature	Position	Date	
CAR Analysed By:				
	Signature	Position	Date	
CAR Reviewed By:				