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Corrective Action Request

ISO 9001:2015 QMS

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

1. Describe the Corrective Action:

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

Priority:	Set the priority for response level		
	Low (<i>Respond as and when available</i>)		Medium (<i>Respond as soon as possible</i>)
	High (<i>Respond by deadline</i>)		Urgent (<i>Respond immediately</i>)

Source:	How did the corrective action become known?			
	Internal Audit		External Audit	
	Customer Feedback		Employee Feedback	
	Interested Party Feedback		Management Review Action	
	Process Failure		Procedure Failure	

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

Description of Issue:	
(Describe the issue using plain language, list any relevant documents, names of others who may be aware)	

Submitted By:		Date:	
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Submit this report to the Process Owner and Quality Manager for Root Cause Analysis

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