



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)
1 <sup>st</sup> . Why:
2 <sup>nd</sup> . Why:
3 <sup>rd</sup> . Why:
4 <sup>th</sup> . Why:
5 <sup>th</sup> . 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:			
<b>CAR Analysed By:</b>	<i>Signature</i>	<i>Position</i>	<i>Date</i>
<b>CAR Reviewed By:</b>	<i>Signature</i>	<i>Position</i>	<i>Date</i>