

# Corrective Action Report

ISO 9001:2015 QMS

|                     |              |              |
|---------------------|--------------|--------------|
| <b>QMS/CAR Ref.</b> | <b>Date:</b> | <b>Name:</b> |
| Refer to CAR Log    |              |              |

**1. Describe the Corrective Action:**

|              |                                      |  |   |
|--------------|--------------------------------------|--|---|
| <b>Type:</b> | <b>Select corrective action type</b> |  |   |
|              | Corrective action for existing issue |  | Corrective action for a potential Issue |
|              | Opportunity for improvement          |  | Other suggestion                        |

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

|                |  |  |                          |                       |
|----------------|--|--|--------------------------|-----------------------|
| <b>Source:</b> | <b>How did the corrective action become known?</b> |  |                          |                       |
|                | Internal Audit                                     |  | External Audit           | Supplier Audit        |
|                | Customer Feedback                                  |  | Employee Feedback        | Supplier Feedback     |
|                | Interested Party Feedback                          |  | Management Review Action | System Failure        |
|                | Process Failure                                    |  | Procedure Failure        | Product/Service Issue |

|                  |  |  |  |
|------------------|--|--|--|
| <b>Location:</b> | <b>Define the process(es) in which the corrective action arose</b> |  |  |
|                  | 1.   |  |  |
|                  | 2.   |  |  |
|                  | 3.   |  |  |

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

|                      |  |              |  |
|----------------------|--|--------------|--|
| <b>Submitted By:</b> |  | <b>Date:</b> |  |
|----------------------|--|--------------|--|

**Submit this report to the Process Owner and Quality Manager for Root Cause Analysis**