

Contractor Logo	www.inspection-for-industry.com						Owner Logo
DOCUMENT TITLE	DOCUMENT No.						
CORRECTIVE ACTION PROCEDURE	DOC.	PROJECT	UNIT	DIS.	SEQ.	REV.	

Corrective Action Form

Corrective Action CAR No.	Originator :		Responsible Person :			
	Position:		Position :			
	Issue date of CAR :					
1. Non Conformance						References
1) Nonconformity (Classification : <input type="checkbox"/> QMS / <input type="checkbox"/> Product)						
Criteria:						
2) Reference <input type="checkbox"/> NCR: Doc. No. <input type="checkbox"/> Audit Report: QAR No. <input type="checkbox"/> Others:						
2. Planning and Implementation of Corrective Action						References
1) Cause of Nonconformity:						
2) Action taken to prevent reoccurrence:						
3) Controls to ensure that action is effective:						
4) Due Date:			Completion Date:			
3. Review of Corrective Action						References
1) Evaluation of effectiveness of action : <input type="checkbox"/> Action Completed <input type="checkbox"/> Not Completed						
Person in Charge:			Date of Evaluation:			
2) When the action is completed : a) Revision to Project Procedures or technical standards <input type="checkbox"/> Yes / <input type="checkbox"/> No b) If yes, name of procedure or standard:						
3) Follow up action when corrective action is not completed:						
Control	Contractor		Project Directorate		Distribution	
	Preparation	Approval	PE	PM	QUALITY Manager	
Signature						
Date						