Corrective Action Tracker

Part A — Enter data from the Corrective Action Report to define the problem and determine the appropriate response method. Part B — Issue the chosen method to the process owner and monitor implementation through to verified close-out.

Total CARs	Open	In-Progress	Closed	Cancelled	Overdue	Avg Response
12	1	5	5	1	0	7
corrective actions	CARs	CARs	CARs	CARs	CARs	days avg

Identification				Problem Description			Risk Assessment						Enhanced Data Capture					
CAR ID	Process Name	Reported By	Date Found	How was the NC Detected?	Description of the Issue	Root Cause	Perceived Risk Level	Legal Issue?	Safety Concern?	Repeated NC?	Actual Risk	Suggested Method	Source / Origin	Department	Cost of NC (£)	Severity (1-5)	Recurrence Link	Root Cause Category
CA001	Environmental Coordination	Internal Auditor	25-Aug-25	Audit - Internal	F0612-01 Aspects Register missing abnormal/emergency conditions for combustion plant; lifecycle perspective not evidenced for raw	Process - Aspect not identified or scored	3	Y	N	N	4	Audit - Supplie	Internal Audit	EMS	£0	3		Method
CA002	Facilities	ronmental Coordina	20-Sep-25	Calibration Check	Stack CEMS monitor calibration expired 32 days; emissions readings against permit limits unverifiable for the period	Machinery - Inadequate maintenance or design – calibration?	1	Y	N	Y	3	lit - Registrar (	Process Monitoring	Facilities	£3,500	4		Equipment
CA003	Operational Planning	roduction Supervisc	12-Oct-25	Incident Report	Diesel spill ~200L during fuel delivery; regulator notification delayed 5 hours vs 2-hour permit condition requirement	Human - Understands, but did not follow procedure(s)	3	Y	N	N	4	Audit - Supplie	Regulatory	Operations	£8,500	5		Human
CA004	Procurement	ronmental Coordina	9-Nov-25	Audit - Supplier	Key chemical supplier ISO 14001 certificate lapsed 6 months ago; purchases continued without re-verification of environmental	Process - Process gap or dysfunction between departments/processes	2	N	N	Y	3	lit - Registrar (	Supplier Issue	Purchasing	£0	2		Method
CA005	Business Planning	EMS Manager	12-Dec-25	Review - Management	Environmental objective OBJ-06 (waste diversion 72% →90%) slipped to third target-date extension without CAR raised per	Management - Resources inadequate for EMS commitments	2	N	N	Y	3	lit - Registrar (	Management Review	EMS	£0	3		Management
CA006	Environmental Coordination	Regulator	28-Dec-25	Regulator Inspection	Permit limit exceedance (VOC emissions, 3 events in Q3) not reported within 24h notification window per permit condition 7.3	Process - Failure to comply with regulations	3	Y	N	N	4	Audit - Supplie	Regulatory	EMS	£12,000	5	CA001	Method
CA007	HR & Training	Training Manager	2-Jan-26	Audit - Internal	Five new hires past 30-day induction window without environmental awareness training delivered (Clause 7.3	Process - Procedure obsolete or did not address the need	1	N	N	Y	2	Audit - Internal	Internal Audit	HR	£0	2		Method
CA008	Facilities	ironmental Technici	19-Jan-26	First Alert (sensor)	Trade effluent flow sensor offline 16 days during repair backlog; no backup monitoring arranged to maintain permit data continuity	Machinery - Equipment failure, out of service or unavailable	1	Y	N	Y	3	lit - Registrar (	Process Monitoring	Facilities	£1,800	3		Equipment
CA009	Corrective Action	EMS Manager	30-Jan-26	Trend Analysis	Three minor diesel spills in 6 months at same bunker location; spill kit positioning and operator response both contributing; no trend-	Environment - Previous hazards not eliminated	3	N	N	Y	4	Audit - Supplie	Internal Audit	EMS	£2,400	4	CA003	Environment
CA010	I.T. & Doc Control	Internal Auditor	2-Feb-26	Audit - Internal	Superseded revision of P0613-01 Compliance Obligations Procedure (v1.2) still in circulation; two departments using old	Process - Document or instruction gap, revision needed	1	N	N	N	1	Audit - Client	Internal Audit	IT	£300	2	CA002	Method
CA011	Packing & Shipping	ronmental Coordina	14-Feb-26	Audit - Internal	Waste transfer note missing for hazardous chemical consignment shipped 14 days ago; Duty of Care evidence gap under Waste	Human - Did not follow procedures, a one-time lapse	3	Y	N	N	4	Audit - Supplie	Internal Audit	Operations	£1,200	3		Human
CA012	Environmental Coordination	Community Liaison	1-Mar-26	Feedback - Community	Third odour complaint this quarter from neighbouring residents; wastewater treatment aeration pattern correlated with complaint	Environment - Improper control – temperature, humidity, pressure, cleanliness	2	N	N	Y	3	lit - Registrar (	Customer Complaint	EMS	£500	3		Environment

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