Insert your company's name or logo.

Corrective Action Report

Tracking Number:	Reported By:	Date Found:	Status

1. Describe the problem

Priority Classification					
Legal or compliance issues?	☐ Concerns must be forwarded to Top management for review				
Safety concerns?	☐ Concerns must be forwarded to the Quality Department for review				
Repeated nonconformities in:	☐ Repeated issues must be sent to the QMS Manager for review				
Select	Products/services?	☐ High (3)	☐ Medium (2)	☐ Low (1)	☐ OFI (0)
	Processes?	☐ High (3)	☐ Medium (2)	☐ Low (1)	☐ OFI (0)
	Management system?	☐ High (3)	☐ Medium (2)	☐ Low (1)	☐ OFI (0)

Source:	**How was the nonconformance detected?**		
	☐ Feedback - Supplier	☐ Audit - Client	☐ In-process inspection
	☐ Feedback - Customer	☐ Review - Management	☐ First article inspection
	☐ Feedback - Stakeholder	☐ Review - Department	☐ Receiving inspection
	☐ Feedback - Employee	☐ Review - Design	☐ Final inspection
	☐ Audit - Internal	☐ Nonconformity - Process	☐ Monitoring
	☐ Audit - Registrar	☐ Nonconformity - Product	☐ Customer complaint
	☐ Audit - Supplier	☐ Nonconformity - Service	☐ Customer feedback
	☐ Other:		

Location:	**Define the process name in which the problem arose**
	1.
	2.
	3.

Include a description of requirements (reference drawing, specification, standard as appropriate). A detailed description of the nonconformance. Sketches, drawings, specifications, etc., should be used to help the understanding of the nonconformity.

1. Problem Statement;
2. Failure analysis;
3. Is/Is Not analysis;
4. Process flow with control points identified;
5. Problem Description.

Description of the Issue:
Describe the issue using plain language, and list any relevant documents, names of others who may be aware. Need to have a correct problem description to identify causes. Use terms that are understood by all.

SAMPLE

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Corrective Action Report

Corrective Action Team			
Name	**Position/Dept**	**Skills**	**Responsibility**

Root-cause Analysis
Describe how the root cause was established and attach copies of the chosen root-cause analysis method: A3, 5-Y, 8D, Fishbone, or FMEA. Update Part A of the Corrective Action Tracker (Col G).

4. Propose correction action

Description of Corrective Action:
Describe the proposed method for permanent corrective action. Update Part B of the Corrective Action Tracker (Col E — Description of Corrective Action).

5. Implement corrective action

Establish a small group of people with the process/product knowledge, allocated time, authority, and skill in the required technical disciplines to implement corrective actions. Update Part B of the Corrective Action Tracker: Process Owner (Col D), Date Assigned (Col G), Status (Col J).

Corrective Action Team			
Name	**Position/Dept**	**Date Assigned**	**Completion Date**

Corrective Action Implemented By:			
Implemented	**Signature**	**Position**	**Date**

SAMPLE