

Corrective & Preventive Action

Process Leader:
< ENTER TITLE HERE >

Scope This procedure establishes the process for Corrective and Preventive Actions.

Sources of Corrective and Preventive Actions may include, but are not limited to:

- Internal and External Audits
- Customer Complaints
- Product Deficiencies
- Previous Corrective or Preventive Actions
- Other

Any manager/supervisor may initiate an IAR.

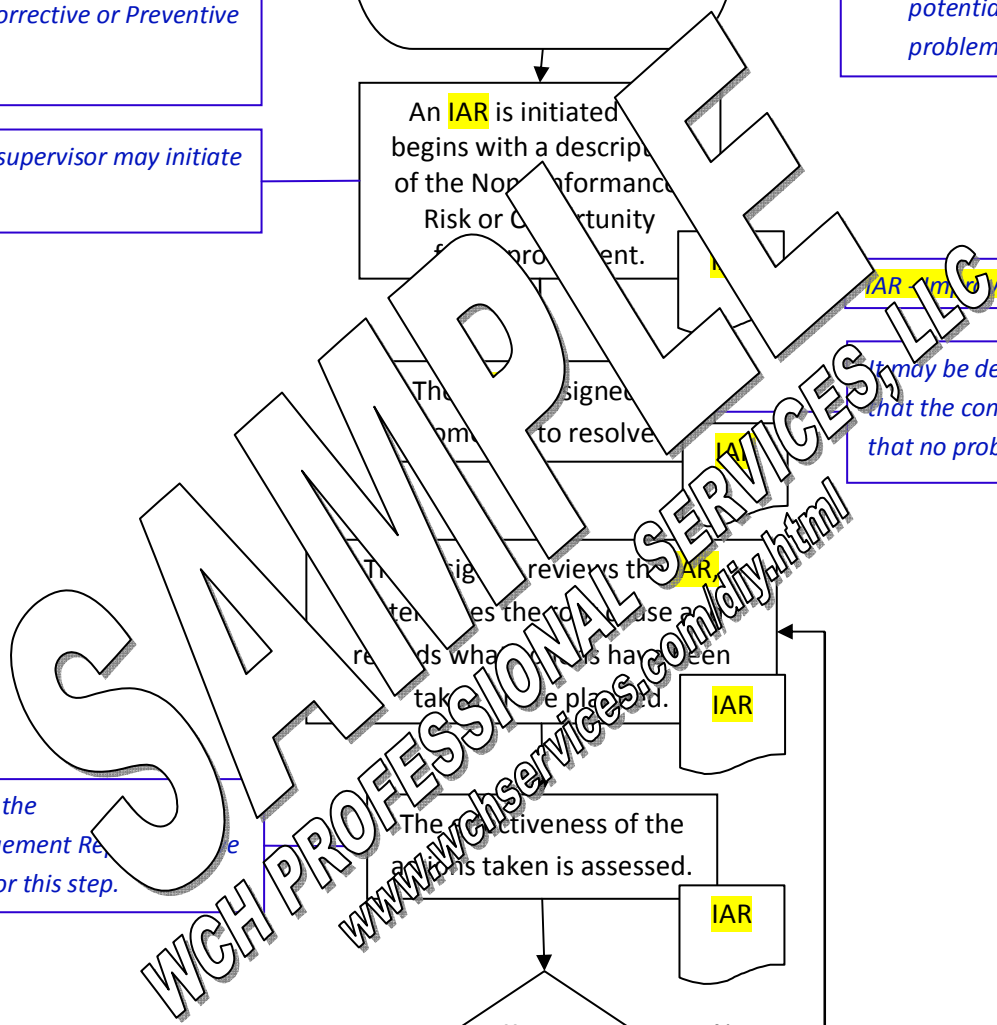
- Corrective Actions address real problems that have occurred.
- Preventive Actions address potential foreseeable problems.

IAR - Improvement Action Request

It may be determined at this time that the concern is not valid and that no problem exists.

The initiator or the Quality Management Representative is responsible for this step.

Corrective and Preventive Actions are discussed during Management Review.



A Corrective or Preventive Action is identified.

An IAR is initiated begins with a description of the Nonconformance, Risk or Opportunity for improvement.

The assigned person is responsible to resolve the problem.

The assigned person reviews the IAR and determines the root cause and what actions have been taken to be placed on the IAR.

The effectiveness of the actions taken is assessed.

Effective? No

Yes?

Corrective and Preventive Actions are analyzed.

Management Review

All Authority and Responsibility lie with the Process Leader unless otherwise specified herein.

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Revision Control

REV.	DESCRIPTION OF CHANGE	DATE	APPROVAL SIGNATURE(S)
0	Initial Release	MM/DD/YYYY	

INSTRUCTIONS FOR USE: (DELETE THIS SECTION AFTER COMPLETING THE DOCUMENT.)

Enter the Process Leader's Title in the header on Page 1.

Review all highlighted sections and modify to suit your company's needs. Remove all yellow highlights while keeping necessary text before finalizing the manual.

Whenever revisions are made to this document, be sure to update this table, including the approval signatures. Keep a hard copy or scanned image of this page on file to demonstrate that the document has been approved.

Your company may already have a method of recording Corrective and Preventive Actions. If so, replace "IAR" with your method.

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