

Corrective Action Request Form

Log No: _____ Date Issued: _____

Responsibilities	
Issued By:	To: (Department or Discipline where problem lies)

Description: (Include the specific article or clause where the VIOLATION lies and supporting evidence).

Note: any deemed violation without objective evidence or which cannot identify a specific violation article or clause of the controlling document ie. ANSI/ISO/IEC Std. or one of our SOP's shall be considered a suggestion for improvement or an option. It is not mandatory to do a root cause analysis and implement corrective actions for such items.

Investigation Results:

Root Cause Analysis:

Planned Correction (Remedial Action):

Root Cause Analysis suggests a Corrective Action is necessary:	Yes	No
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Planned Corrective Action:

Review Date 1 _____	Review Date 2 _____	Was the Corrective Action Effective?	Yes	No
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Investigated By: _____ Completed on: _____

Approval & Closure: (Top Management or designate)

Signature: _____ Date: Closed: _____