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CORRECTIVE ACTION PROCEDURE

Origination Date: XXXX

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Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
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Abstract:
This document describes the procedures used to correct and prevent nonconformities.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct or prevent nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could [redacted] "Corrective action" is simply the "fix" that corrects the problem.

Whenever we take corrective action we also [redacted] Sources for preventive action opportunities include [redacted] Having a formal system to record and resolve [redacted]

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a ***Request for Support*** (RFS) form to [redacted]

3.2 ALL employees are empowered [redacted]

3.3 No disciplinary action may be attached to the submission of RFS's.

3.4 The Quality Manager has [redacted]

3.5 See Process Map for the processing and routing of RFS's.

3.6 If the responsible manager determines they are not responsible for the issue involved, [redacted]

3.7 Actions taken shall [redacted]

3.8 The Quality Manager shall [redacted]

3.9 In addition to corrective action efforts, management shall [redacted] which shall be used to prevent potential nonconformances. These shall be reported to management for review.

3.10 The management review process shall [redacted]

3.11 Where product is suspected of a nonconformance, the Company [redacted]

4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR's)

4.1 Any purchasing agent may submit an ***Investigation and Corrective Action Request*** (ICAR) to a Supplier that [redacted]

4.2 ICAR's are processed through the same steps as the RFS but are routed to the Supplier for [redacted]

4.3 Failure of a Supplier to respond to an ICAR or to respond with an insufficient action plan may mean [redacted]

5.0 PROCESS MAP