Corrective and Preventative Action Form

Action log no:	Originator:.	Date:
Department:	Dept. Head:	

1.Source *

Corrective Action	Preventative Action
Customer Complaints	Customer needs and expectations
Management Review output	Management review output
Internal Audit reports	Internal Audit reports
Relevant QMS documentation	Relevant QMS documentation
Output from data analysis	Output from data analysis
Employee suggestions	Employee suggestions

3.Root Cause Analysis * 4.Action To be Taken * Responsibility Target completion Date: 5. Verification of Effectiveness * Signed: Close out date:	2.Issue Description *		
4.Action To be Taken * Responsibility Target completion Date: 5. Verification of Effectiveness *			
4.Action To be Taken * Responsibility Target completion Date: 5. Verification of Effectiveness *			
4.Action To be Taken * Responsibility Target completion Date: 5. Verification of Effectiveness *			
4.Action To be Taken * Responsibility Target completion Date: 5. Verification of Effectiveness *			
4.Action To be Taken * Responsibility Target completion Date: 5. Verification of Effectiveness *	3 Poot Couse Ar	olygie *	
Responsibility Target completion Date: 5. Verification of Effectiveness *	J.Noot Cause All	larysis	
Responsibility Target completion Date: 5. Verification of Effectiveness *			
Responsibility Target completion Date: 5. Verification of Effectiveness *			
Responsibility Target completion Date: 5. Verification of Effectiveness *			
5. Verification of Effectiveness *	4.Action To be Taken *		
5. Verification of Effectiveness *			
5. Verification of Effectiveness *			
5. Verification of Effectiveness *			
	Responsibility	Target completion Date:	
Signed: Close out date:	5. Verification of Effectiveness *		
Signed: Close out date:			
Signed: Close out date:			
Signed: Close out date:			
Signed: Close out date:			
	Signed:	Close out date:	

^{*} Attach additional documentation as required.