

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

2.Issue Description *

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3.Root Cause Analysis *

4.Action To be Taken *

Responsibility	Target completion Date:

5. Verification of Effectiveness *

Signed: _____
Close out date: _____

* Attach additional documentation as required.