Corrective Action Request

You can also use the form for requesting actions from suppliers & subcontractors

Refer to Procedure QP704: Supplier Evaluation and Monitoring

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Department/Supplier | |  | | | Corrective | ❒ |
| Product/Process | | | | | Preventative | ❒ |
| Area/Operation: | | | | | | |
| Documentation | Use if the action is against, or related to documentation | | | | | |
| Originated by: | Name, title of the person requesting the action | | | | | |
| Non-conforming condition | | |  | Date: | | |
| Originator uses this block to describe the non-conforming condition | | | | | | |
| Originator (date, sign) | | | Responsible manager/supervisor (date, sign) | | | |
| Corrective/preventive action | | | Date: | Due date: | | |
| Responsible manager/supervisor uses this block to propose a corrective action | | | | | | |
| Originator (date, sign) | | | Responsible manager/supervisor (date, sign) | | | |
| Follow-up and closeout | | | Due date: | New due date: | | |
| Initial follow-up assessment:  Approved ❒ Yes ❒ No | | | Subsequent follow-up assessment:  Approved ❒ Yes ❒ No | | | |
| Evidence reviewed: | | | Evidence reviewed: | | | |
| Document or reference items and objective evidence that was reviewed for closeout | | |  | | | |
| Originator (date, sign) | | | Originator (date, sign) | | | |

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
| 01 |  |  |  |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| QP704 | Supplier Evaluation and Monitoring |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
| --- | --- |
| Doc. No. | Document Title |
|  |  |

List all other referenced records in this document. For example, regulatory documents, in-house controlled documents (such as batch record forms, reports, methods, protocols), compliance standards etc.

DOCUMENT END