|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your Logo Here | | ***CORRECTIVE ACTION REQUEST(CAR)*** | | | | | **CAR** №.  **Date** | | |
| **Section 1 – Originator/Position** | | | | | | | | | |
| **Name:** | | | | | | | | | |
| **Audit area / standards:** | | | | | | | | | |
| **Nonconformance Description:** | | | | | | | | | |
|  | | | | | | | | | |
| **FINDINGS- *Issue Classification***  *(Check Box)* | | | **Level 1** | **Level 2 Level 3** | | | | | |
|  | | | **Safety Hazard** | **Finding**  **Concern**  **Observation** | | | | | |
| **Signature: Date:**  **TIME LIMIT** | | | | | | | | | |
| **Section 2 - Corrective Action and Disposition** | | | | | | | | | |
| **Initial Action :**  **Root Causes:**  **Contributing Causes:**  **Follow Up Actions :** | | | | | | | | | |
| **№** | Person(s) Responsible for the Corrective Action / Name(s)/ Position | | | | Signature | | | | |
|  |  | | | |  | | |  | |
| **Section 3 -** **Planned Corrective Action Has Been Completed** | | | | | | | | | |
| **Planned Corrective Action Has Been Completed :**  **Responsible Person: Date:** | | | | | | | | | |
| **Section 4 - Approval of Corrective Action-Follow- up Audit** | | | | | | | | | |
| Verification Has Been Completed/ Name(s) / Position / Comments | | | | | | Sign: | | | Date: |
|  | | | | | |  | | |  |
| **Section 5 - Closing the Nonconformance** | | | | | | | | | |
| **Decision:**  QM: Date: | | | | | | | | | |
| Distribution**:** | | | | | | | | | |

|  |  |
| --- | --- |
| NOTE : | **1 Safety Hazard:** immediate corrective action is required  **2 Finding:** corrective action within 15-30 days  **3 Concern:** corrective action within 30-90 days  **4 Observation:** corrective action is not mandatory (recommended only) |