

Form#	Company Name and Logo		Revision
XXX	Corrective Action Form		XXX
CAR No.	Initiated by	Position	
Date	Process owner		
Description (to be completed by QA representative)			Implementation Date:
			Signature (or name)
Containment Action (To be completed by process owner or their designate)			Implementation Date:
Describe actions taken to prevent impact to internal and external customers.			
			Signature (or name)
Root Cause (To be completed by process owner or their designate)			Implementation Date:
<i>Describe what the root cause is, how it was determined and what evidence exists to support that all root causes are found</i>			
			Signature (or name)
Corrective Action (To be completed by process owner or their designate)			Implementation Date:
<i>Describe the actions taken to address root cause(s). Attach objective evidence of such actions if available</i>			
			Signature (or name)
Verification (To be completed by Quality Mgr. or their designate)			Implementation Date:
			Signature (or name)
Effectiveness (To be completed by Quality Mgr. or their designate)			Implementation Date:
			Signature (or name)
CAR Closure (To be completed by Quality Mgr. or their designate)			
Name	Signature	Date	
Remarks:			