

CORRECTIVE ACTION REQUEST (CAR)

Issued to : _____ (Name) CAR No. : _____

Date of Issue : _____

A) Statement of Non-conformity/Non-compliance

Name of Initiator

Signature of Initiator

B1) Investigation of Root Cause

First Response Deadline : _____
(within 10 working days from the date of issue)

Tick (✓) the applicable boxes

☐

Man

☐

Method

☐

Materials

☐

Machine

☐

Environment

Signature of Head of Division

B2) Remarks

Date : _____

Signature of Head of Division

Signature of Head of Sector/Supervisor

C1) Correction Plan

Estimated Completion Date : _____
(Must be after B1 date)

First Response Deadline : _____
(The same with B1 date)

Signature of Head of Division

Signature of Head of Sector/Supervisor

C2) Correction Done

Actual Completion Date : _____

Second Response Deadline : _____

Signature of Head of Division

D1) Corrective Action Plan

Estimated Completion Date : _____
(Must be after B1 date)

First Response Deadline : _____
(The same with B1 date)

Signature of Head of Division

Signature of Head of Sector/Supervisor

D2) Corrective Action Done

Actual Completion Date : _____

Second Response Deadline : _____

Signature of Head of Division

E) Review of Effectiveness of Corrective Action Taken

Date of Review : _____

Signature of Head of Sector/Supervisor