



## Corrective and Preventive Action Form SAMPLE ONLY

<b>CPA No:</b>	Environmental incident <input type="checkbox"/>	Nonconformity from audits <input type="checkbox"/>	Suggestion for improvement <input type="checkbox"/>	From complaints/notices/external parties <input type="checkbox"/>	Other <input type="checkbox"/> .....
<b>Category</b>	Document control <input type="checkbox"/>	System failure <input type="checkbox"/>	Wrong instructions <input type="checkbox"/>	Training <input type="checkbox"/>	Contractor fault <input type="checkbox"/>
<b>Raised by:</b>		<b>Assigned to:</b>		<b>Date:</b>	<b>Remarks:</b>
<b>Description:</b>					
<b>Proposed immediate action (correction):</b>					
<b>Completed by:</b>		<b>Date:</b>	<b>Remarks:</b>		
<b>Root cause analysis required:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>Underlying / root cause:</b>					
<b>Determined by:</b>		<b>Date:</b>	<b>Remarks:</b>		
<b>Proposed action for long term solution (corrective/preventive action):</b>					
<b>Completed by:</b>		<b>Date:</b>	<b>Remarks:</b>		
<b>Comments on effectiveness of action taken:</b>					
<b>Closed out by:</b>		<b>Date:</b>	<b>Remarks:</b>		