

# ANNEX 1: CORRECTIVE ACTION REPORT

Guide to Investigations

Date \_\_\_\_\_ Record Number \_\_\_\_\_

SECTION 1: Nonconformity Data and Description			
Department		Contact	
Customer		PO#	
Product		Lot#	
Description			
Recorded by		Date	

SECTION 2: Immediate Action(s) Taken		
Action	Responsible Person	Due Date

SECTION 3: Investigation and Root Cause Analysis			
Investigation			
Root Cause			
Could similar nonconformities exist or potentially occur?	Yes (Explain Below)	No	
Performed by		Date	

SECTION 4: Corrective Action(s) Taken		
Action	Responsible Person	Due Date

SECTION 5: Effectiveness of Action(s) Taken					
Action	Corrective Action	Method to Check Effectivity	Responsible Person	Due Date	Result

SECTION 6: Corrective Action Final Review and Closure			
Reviewed by		Date	
Approved by		Date	
Closure by		Date	

