

# ANNEX 1: CORRECTIVE ACTION REPORT

## Guide to Investigations

Date \_\_\_\_\_

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

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

<b>SECTION 2: Immediate Action(s) Taken</b>		
Action	Responsible Person	Due Date

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

<b>SECTION 4: Corrective Action(s) Taken</b>		
Action	Responsible Person	Due Date

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

<b>SECTION 6: Corrective Action Final Review and Closure</b>			
Reviewed by		Date	
Approved by		Date	
Closure by		Date	



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