

Corrective Action Response (CAR) Form

A Corrective Action Response (CAR) report details the ultimate measures taken that effectively eliminated an existing out-of-control event, nonconformity or undesirable condition and is believed will prevent the recurrence of the situation. A good Corrective Action Response addresses and documents the following:

- the existing problem – describe the problem referencing specific data and dates,
- the root cause of the problem,
- corrective actions taken that corrected the problem and actions taken to prevent recurrence,
- future monitoring to check resolution – describe quality of data after corrective action
- implementation referencing specific data and dates – is further corrective action needed, and
- data that required qualification or rejection as a result of this problem.

The format of this report is up to the individual laboratory. It may be written in a narrative format, entered into a table or documented on a template form. An example CAR report form is given below.

Example Corrective Action Response Report Form

Lab Name	Corrective Action Report (CAR)
	Document Control #:
	Effective Date:
Non-conformance type:	<input type="checkbox"/> Sampling <input type="checkbox"/> Sample Receiving <input type="checkbox"/> Proficiency Testing <input type="checkbox"/> Calibration <input type="checkbox"/> Analysis <input type="checkbox"/> QC <input type="checkbox"/> External Audit <input type="checkbox"/> Other:
CAR Initiated by:	Date Initiated:
Description of Non-conformance:	
Description of Root Cause Analysis:	
Corrective Actions Taken to Prevent Recurrence:	
Sample Data Requiring Qualification/Rejection:	
Follow-up Investigation/Continuous Monitoring:	
Corrective Action Successful: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supporting Documents Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date CAR Closed:	