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

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| --- | --- |
| **Lab Name** | **Corrective Action Report (CAR)** |
| **Document Control #:** |
| **Effective Date:** |
| **Non-conformance type:** | **Sampling** **Sample Receiving** **Proficiency Testing**  **Calibration** **Analysis** **QC** **External Audit**  **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:** **Yes** **No** | |
| **Supporting Documents Attached:** **Yes** **No** | |
| **Date CAR Closed:** | |