

# Corrective and Preventative Action Request (CAR)

Audited Area / Department:		CAR #	
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Audit Date:		Auditee(s):		Auditor(s):	
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**Description of NonConformity (or Potential NonConformity):**

<b>Root Cause</b>	<b>Immediate Containment Action</b>
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<b>Audit Criteria (citation/ procedure):</b>	<b>Level of Severity *</b>
<b>Applicable ISO 14001 Element:</b>	<input type="checkbox"/> Low <input type="checkbox"/> High

\* For high severity CARs not corrected w/in 60 days - submit explanation of delay to Top Management

**Responsible person for Investigating and Handing NC:**

<b>Corrective Action:</b>	<b>Date of Implementation:</b> <b>Due Date:</b> <b>Actual Completion Date:</b>
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<b>Preventive Action:</b>	<b>Date of Implementation:</b> <b>Due Date:</b> <b>Actual Completion Date:</b>
1) Is there a need for preventive action?  2) If so, what is the preventive action?	

**Corrective / Preventive Actions - Results Review:**

Effectiveness of Actions:	Excellent	Good	Satisfact	Fair	Unsatisfact.
<b>Review Period #1:</b>	Corrective Action				
	Preventive Action				
<b>Date:</b>	<b>Results of Actions:</b>				

<b>Review Period #2:</b>	Corrective Action				
	Preventive Action				
<b>Date:</b>	<b>Results of Actions:</b>				

**Verification:**

The corrective actions are \_\_\_\_\_ effective, \_\_\_\_\_ not effective, \_\_\_\_\_ not applicable.

The preventive actions are \_\_\_\_\_ effective, \_\_\_\_\_ not effective, \_\_\_\_\_ not applicable.

CAR is closed.                       Alternative CAR needs to be issued -CAR #: \_\_\_\_\_

**Auditor Signed:**

**Date:**