

Corrective Action Report

CA 00001

Due Date
07/20/2017

Form # : QF-1401
Rev # : 4.00

| | | | |
|----------------------------------|--|---|-------------------------------|
| Date Found 06/22/2017 | Found By J. Smith | Location Work Area #1 | Page 1 of 1 |
| Date Opened 06/22/2017 | Opened By Simpson, Homer (SIMPSON) | Department Manufacturing/Production | Part # |
| Date Closed | Closed By | Source Internal | Type Nonconformance |
| | | Cause Process | Audit # |

Description of Nonconformance

While I was at Work Area #1, I saw an old revision of the Document Control procedure QSP-100 posted at the computer. I know we are only supposed to use the most current revision available.

| | | |
|---|------------------------------------|--|
| <input type="checkbox"/> Archived | Date Reviewed 07/20/2017 | Reviewed By Brown, Charlie (BROWN) |
| <input checked="" type="checkbox"/> CAR Submitted | | |

Containment Actions

Due Date
07/20/2017

| Who Responsible | Action Taken | Date Completed |
|------------------------------|--------------|----------------|
| Containment Comments: | | |

Root Cause Analysis

Description of Root Cause

Workstation didn't have the most recent file for the document.

Recommended Actions (Corrective)

Due Date
07/20/2017

| Responsibility | Recommended Action | Target Date |
|------------------------|---|-------------|
| Rubble, Robin (RUBBLE) | Make sure all workstations have the most recent revision of the document. | 7/25/2017 |
| Brown, Charlie (BROWN) | Make the old revision Superseded. | 7/25/2017 |

Corrective Actions

Due Date
07/20/2017

| Responsibility | Action Taken | Date Completed |
|------------------------|--|----------------|
| Gonzalez, Reuben | Changed the document on the computer to the most recent one. | 7/20/2017 |
| Brown, Charlie (BROWN) | Archived the old revisions of the document | 7/18/2017 |

| | |
|----------------------------|--------------------------|
| Date CAR Completed: | CAR Completed By: |
|----------------------------|--------------------------|

Completion Comments:

Corrective Action Team

| Name | Company | Department | Phone Number |
|----------------------------|-------------------|--------------------------|--------------|
| Brown, Charlie (BROWN) * ! | Any Company, Inc. | Quality | 317-555-1212 |
| Jetson, George (JETSON) | | Manufacturing/Production | 317-555-1225 |
| Gonzalez, Reuben | | Quality | |
| Bailey, Beetle | Any Company Inc. | Manufacturing/Production | |
| Courtney, Bruce | | Manufacturing/Production | |
| Rubble, Robin (RUBBLE) | | | |

Impact Analysis

Description of Impact Analysis

Recommended Actions (Preventive)

Due Date

| Responsibility | Recommended Action | Target Date |
|---------------------|---------------------|-----------------|
| Review Date: | Reviewed By: | Results: |

Preventive Actions

Due Date

| Responsibility | Action Taken | Date Completed |
|----------------|--------------|----------------|
|----------------|--------------|----------------|

Preventive Action Team

| Name | Company | Department | Phone Number |
|------------------------|-------------------|--------------------------|--------------|
| Brown, Charlie (BROWN) | Any Company, Inc. | Quality | 317-555-1212 |
| Courtney, Bruce | | Manufacturing/Production | |
| Sweeny, Timothy | | Engineering | |

| | |
|------------------------|----------------------|
| Date CAR Closed | CAR Closed By |
|------------------------|----------------------|

Closing Comments: