

CORRECTIVE AND PREVENTIVE ACTION RECORD

Correct/Prevent Action Identification _____ (assigned by the Management Representative)

- Customer Request for Corrective or Preventive Action
- Request for Supplier Corrective or Preventive Action (Supplier Must Respond Within 14 days)
- Internal Corrective or Preventive Action

(1) Description of the Problem or Potential Problem

Problem or Potential Problem Documented by _____ Date _____

Stop Here – Insert the Start Date and Estimated Completion Date in the Table Below and Forward This Form to the Management Representative

Start Date	Circle or Highlight Percent Complete and Insert the Date in the Box Below											Est Comp	
	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%		

(2) Interim Action Taken - If Required

(3) Root Cause(s) of the Problem or Potential Problem
