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| TESDA-QP-03-F05  Rev. No. 00 - 03/01/17 | | | | | | | | | | | |
|  | **CORRECTIVE ACTION REQUEST**  **(CAR)** | | | | | | | | | | |
| **Issued to:** |  | | | | | | | **Date:** | | |  |
| **Initiator:** |  | | | | | | | **CAR No:** | | |  |
| **Process/Area:** | | ❒OFI | | **Degree of Criticality:** | | | | **Source of OFI/NC/CA:** | | | |
| ❒Major NC | | | ❒Minor NC | ❒ Feedback from daily operations  ❒ Audit Findings | | | |
| **Details of Findings/s** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Issued by:**  (Name and Signature of Initiator) | | | | | | **Acknowledged by:/Date**  (Name and Signature of Head Operating Unit) | | | | | |
| *Note: A, B, and C to be filled-up by Head of the Operating Unit and submit to the Auditor/ Initiator within 15 working days upon receipt of CAR.(Refer to 6.4.5)* | | | | | | | | | | | |
| **A. Correction Action/ Action for adopted OFI** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **B. Root Cause Analysis (with attached analysis)** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **C. Proposed Corrective Action** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Name and Signature:**  (Name and Signature of Head Operating Unit) | | | | | **Date Accomplished:** | | | | **Completion Date Agreed:** | | |
| **D. Review and Approval of Proposed Corrective Action**  *Note: To be filled-up by the Auditor/Initiator approved by the Head of Operating Unit within 5 working days upon receipt of Correction Action/Action for adopted OFI/Corrective Action as applicable.* | | | | | | | | | | | |
| The above non-conformance and CA has been reviewed. The following comments apply: | | | | | | | | | | | |
| **Name and Signature:**  (Auditor/Initiator) | | | **Approved by:**  (Name and Signature, Head of Operating Unit) | | | | | | | **Date:** | |

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| --- | --- | --- |
| **E. Verification of Action Taken:** | | |
| Results of Action(s) Taken: | Remarks:  ( ) Additional information/documents required  ( ) Verify at next audit  ( ) Follow-up Audit on\_\_\_\_\_\_\_\_\_\_\_\_\_  ( ) Others, specify | |
| **F. Non-conformity Closed?** ❒**Yes** ❒**No** | |  |
|  | |  |
| **Name and Signature:**  (Auditor/Initiator)  **Date:** | **Name and Signature:**  (Name and Signature, Head Operating Unit)  **Date:** | |

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| |  | | --- | | TESDA-QP-03-F06  Rev. No. 00 - 03/01/17 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | |  | | | |  | | | | | | | |  | | **CORRECTIVE ACTION REQUEST (CAR) REGISTRY** | | | | | | | | | | | | | | | | | **CAR No./**  **Date** | **Office/ Institution** | **Process** | **OFI** | **Criticality** | | **Findings** | | **Correction/** Action for Adopted OFI | **Root Cause** | **Corrective Actions** | **Verification of Actions** | **Date of Verification** | **Closure** | | | | **Major NC** | **Minor NC** | **Yes/**  **Date** | **No** | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |   **Prepared by: Approved by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Process Owner Head Operating Unit  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |