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| TESDA-QP-03-F05Rev. 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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|  **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** |
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 **Prepared by: Approved by:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Process Owner Head Operating Unit  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

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