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| TESDA-QP-04-F01  Rev. No. 00 – 10/03/23 | | | | | | | | | | | |
| C:\Users\lynnette\Downloads\TESDA Logo (2) (1).png | **CORRECTIVE ACTION REQUEST**  **(CAR)** | | | | | | | | | | |
| **Issued to:** |  | | | | | | | **Date Issued:** | | |  |
| **Initiator:** |  | | | | | | | **CAR No:** | | |  |
| **Process:** | | ❒OFI  ❒OFI Action Item | **Degree of Criticality:** | | | | | | **Source of OFI/OFI Action Item/NC** | | |
| ❒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 of Operating Unit) | | | | | | |
| *Note:*  *Section A, B and C to be filled-up by Head of the Operating Unit and submit to the Initiator within 15 working days upon receipt of CAR.* | | | | | | | | | | | |
| **A. Correction Action/ Action for adopted OFI** | | | | | | | | | | | |
|  | | | | | | | | | | **Completion Date Agreed:** | |
| **B. Root Cause Analysis (with attached analysis)** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **C. Proposed Corrective Action** | | | | | | | | | | | |
|  | | | | | | | | | | **Completion Date Agreed:** | |
| **Name and Signature:**  (Name and Signature of Head of Operating Unit) | | | | | | | | | | **Date Accomplished:** | |
| *Note:*  *Section D, E, and F to be filled-up by the Initiator and acknowledged by the Head of Operating Unit within 5 working days upon receipt of Action for adopted OFI/Correction, RCA and Corrective Action as applicable.* | | | | | | | | | | | |
| **D. Review and Approval of Proposed Corrective Action** | | | | | | | | | | | |
| The above non-conformance and CA has been reviewed. The following comments apply: | | | | | | | | | | | |
| **E. Verification of Action Taken:** | | | | | | | | | | | |
| Results of Action(s) Taken:  ( ) Additional information/documents required  ( ) Verify at next audit  ( ) Follow-up Audit on\_\_\_\_\_\_\_\_\_\_\_\_\_  ( ) Others, specify | | | | | | | | | | | |
| **Name and Signature:**  (Initiator) | | | | | | | **Date:** | | | | |
| **F. OFI Action Item/Nonconformity Closed?** | | | | | | | | | | | |
| ❒**Yes** ❒**No** | | | | | | | | | | | |
| **Name and Signature:**  (Initiator)  **Date:** | | | | **Acknowledged by:**  (Name and Signature, Head of Operating Unit)  **Date:** | | | | | | | |

TESDA-QP-04-F02

Rev. No. 00 – 10/03/23

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| C:\Users\lynnette\Downloads\TESDA Logo (2) (1).png  **CORRECTIVE ACTION REQUEST (CAR) REGISTRY** | | | | | | | | | | | | | | | | | | | | | |
| **CAR No./**  **Date** | **Operating Unit** | | **Process** | **OFI** | **OFI Action Item** | **Criticality** | | | | **Findings** | | **Correction/ Action for Adopted OFI** | | **Root Cause Analysis** | **Corrective Action/s** | **Verification of Actions** | **Date of Verification** | | | **Closure** | |
| **Major NC** | | **Minor NC** | | **Yes/**  **Date** | **No** |
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| **Prepared by:** | | | | | | | | |  | | **Approved by:** | | | | | | | |
|  | |  | | | | |  | |  | |  | |  | | | | |  |
|  | | Initiator | | | | |  | |  | |  | | Head of Operating Unit | | | | |  |
| **Date:** | |  | | | | |  | |  | | **Date:** | |  | | | | |  |