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| TESDA-QP-04-F01Rev. 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:**  |  |  |