

CAR Database Form

- Assignments, completions, etc. are communicated via email using buttons on form

- Completed form includes:

- Who created CAR & to whom the CAR is assigned

- Statement of the problem

- Interim action

- Root cause

- Permanent action

- Accepted/Not Accepted

- Verification of effectiveness

Symetrics Industries, LLC. Control No: **319**

Corrective / Preventive Action Report

Completed by Quality, based on the request

Corrective Preventive Internal Audit External

Requested by:	Title (reqd):	Assigned to:
Date requested:	Entered by:	Date assigned:
Reference:	Date entered:	Due date:

Product/Process/Customer impacted (make as many entries as are applicable)

Part no: N/A	Defect:	Potential score
Part name: N/A	Machine:	<input type="checkbox"/> Stockroom
Process: N/A	Department:	<input type="checkbox"/> Future Jobs
Job No: N/A	Customer:	<input type="checkbox"/> WIP
		<input type="checkbox"/> Finished Goods
		<input type="checkbox"/> Product Shipped

Description

* Date sent:

Completed by the Investigator

Interim Action	Product verified	Date
	<input type="checkbox"/> Stockroom	
	<input type="checkbox"/> WIP	
	<input type="checkbox"/> Finished Goods	
	<input type="checkbox"/> Product Shipped	
	Verified by:	

Root Cause

Permanent Action

Completed by: _____ Completion date: _____ * Date Returned: _____

Completed by Quality Engineering

Accepted by:	Accepted date:	Closure Category:
Implementation verified by:	Date:	Est. date of Effect Verification:
Comments:		

Effectiveness Verified by: _____ Verification date: _____

Comments: _____

/06 Date Printed: 2/13/2007 * these dates are added automatically when email is sent

