

CORRECTIVE ACTION REPORT

Issued by	Date Issued	CAR Control No.			
Issued to					
I. Details of Findings (to be accomplished by Auditor / Requestor)					
Type of Issue		Type of Findings			
Problem					
Date of Occurrence	Affected Customer	Item Code/Description			
II. Analysis and Actions (to be accomplished by Auditee / Concerned Person)					
Rootcause					
Target Date	Person In Charge	Immediate / Remedial Actions			
Target Date	Person In Charge	Corrective Actions			
Corrective Actions applicable to:					
Rev. of Affected Doc. Info.	Reviewed	Disposition	Person In Charge	Target Date	Status
Prepared by	Reviewed / Checked by		Approved by		
	Related Department		Asst. Vice President		

Note: No issuance of NTE is declared

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III. Follow-up of Corrective Action (to be accomplished by Auditor / Requestor)

IV. Verification of Corrective Actions Effectiveness and CAR Closure

Acknowledged by / Date

Concerned Dept. Head

Department Name

Verified by / Date	Approved for Closure by / Date	Requestor
	Asst. Vice President / Sr. Exec. Vice President	

Note:

1. Corrective actions are considered effective if there are no reoccurrence of the same defect/ problem for 1 month.
2. Top Management may declare CAR closure for slow moving items or as per their discretion.