Corrective Action Tracker

Use Part A to enter data from Section 1 of the Corrective Action Report in the fields below in Columns B to K. How serious is the problem? Enter the perceived risk level in Column H, AND choose ONE option from Columns I, J or K. The tracker will determine which problem-solving method is appropriate to close-out the nonconformance, see Columns M and N. Use the suggested problem-solving forms to diagnose the nonconformance and update Part B with the relevant details of your corrective action plan.

Part A - Define the problem												
CAR ID.	Process Name	Reported By	Date Found	How was the NC detected?	Description of the Issue	Root-cause	Perceived Risk Level	Compliance issue?	Safety Concern?	Repeated NC?	Actual Risk	Suggest Method
1	Facilities & Maintenance	Auditor	25-Feb-23	Audit - Internal	Design review minutes not authorized prior to release to client	Human - Supervisor did not find the error	2	N	N	Y	3	5Y
2	Storage, Packing & Shipping	Customer	20-Mar-23	Feedback - Customer	Incorrectly shipped item	Human - Inadequate training	3	N	Y	N	4	8D
3	Production/Manufacturing	QC Inspector	12-Apr-23	First article inspection	Item incorrectly manufactured, out tolerance with specification	Environment - Job design/layout of work	2	Y	N	N	3	5Y
4	Procurement & Supply	Supplier	09-May-23	Audit - Internal	Product codes on purchase order are incorrect	Human - Inadequate training	3	N	N	Y	4	8D
5	Business Planning	Marketing Manager	12-May-23	Feedback - Stakeholder	Product codes on purchase order are incorrect	Human - Supervisor did not find the error	1	N	Y	N	2	A3
6	Sales & Marketing	Customer	28-May-23	Feedback - Customer	Product codes on purchase order are incorrect	Human - Inadequate training	2	Y	N	N	3	5Y
7	Production/Manufacturing	Production Manager	02-Jun-23	In-process inspection	Product codes on purchase order are incorrect	Machinery - Defective equipment or tool	1	N	N	Y	2	A3
8	Operational Planning	Quality Manager	19-Jun-23	First article inspection	Product codes on purchase order are incorrect	Human - Poor recognition of hazard	1	N	N	N	1	OFI
9	Management System & Processes	Auditor	30-Jun-23	Audit - Internal	Product codes on purchase order are incorrect	Human - Inadequate training	1	Y	N	N	2	A3
10	Order/Quote Fulfillment	Supplier	02-Jul-23	Audit - Internal	Product codes on purchase order are incorrect	Process - Product failure risk or liability risk	1	N	N	N	1	OFI
11	Order/Quote Fulfillment	Production Manager	14-Jul-23	Feedback - Employee	Product codes on purchase order are incorrect	Process - Product failure risk or liability risk	3	N	Y	N	4	8D
12	Order/Quote Fulfillment	Purchasing Manager	01-Aug-23	Feedback - Stakeholder	Product codes on purchase order are incorrect	Process - Product failure risk or liability risk	2	N	N	Y	3	5Y
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