

Business Excellence Consultancy

Title	Non-conformance and Corrective Action Request Form							
CAR #	01	Area(s)	Document control <input type="checkbox"/>	System Failure <input type="checkbox"/>	Wrong Instructions <input type="checkbox"/>	Training <input checked="" type="checkbox"/>	Contractor Fault <input type="checkbox"/>	Operator fault <input type="checkbox"/>
Any other	NIL							
Raised by	L/Auditor	Assigned to	MR			Date	Feb 6, 2023	
Remarks, if any	NIL							
Type [Maj: Major, Min: Minor, Observation: Obs, Suggestion: Sug]	Min							
Description of non-conformity	The context of the organization has not been reviewed since the beginning.							
Proposed immediate action (correction)	NIL							
Assigned to	MR in liaison on with process owners	Proposed completion date	Feb 13, 2023		Root cause analysis required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Remarks, if any	NIL							
Surface/underlying/root cause/s: [attach extra sheet(s), if required]								
Lack of awareness of the particular clause at the MR end.								
Determined by	Third party consultant			Date	Feb 10, 2023			
Remarks, if any	MR needs an awareness training on ISO 9001:2015 requirements							
Completed by	MR	Date	Feb 20, 2023		Remarks, if any			

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Comments on effectiveness of action taken		<ul style="list-style-type: none">▪ The awareness training received by MR▪ The context of the organization reviewed by MR along with the process owners▪ The details of the participants and the minutes of meeting recorded▪ The revised information reviewed and found ok			
Closed out by	Third party consultant	Date	Feb 25, 2023	Remarks, if any	