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| **GENERAL** |
| TRACKING# | Source (i.e. Customer Name) | DATE ISSUED | DUE DATE | ISSUED BY |
| **SMP** |  |  |  |  |  |
| **Other**  |  |
| **TEAM MEMBER(S)** |
| Team Leader:  |  |
| Members: |  |
| **DESCRIPTION OF PART/PROCESS** |
| PART NUMBER / PROCESS NUMBER | PART NAME / PROCESS NAME |
|  |  |  |
| **DESCRIPTION OF CONCERN (DEFECT / DEFICIENCY)** |
|  |
| **CONTAINMENT ACTION(S)** |
|  |
| **ROOT CAUSE(S)** |
|  |
| **CORRECTIVE ACTION(S)** |
| WHO / DUE DATE | ACTION(S) TO BE TAKEN  | DATE COMPLETED |
|  |  |  |
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| **CORRECTIVE ACTION IMPACT – PROCESS REVIEW – If applicable (List any impact to related processes, any documents update (i.e. FMEA / Control Plan / SOP / Preventive Actin Steps)**  |
|  |
| VERIFICATION OF EFFECTIVENESS |
| **Effective**  | [ ]  | **Yes** | [ ]  | **No** | **Evidence:** |  |
| **TEAM LEADER SIGNOFF (Digital Name Ok)** | **Date Closed** |
|  |  |