|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **:** | **Type** | **: NC** [ ]  **OBS** [ ]  **OFI** [ ]  |
| **Number** | **:** | **Department/location** | **:** |
| **Identified Through** | **: Audit** [ ]  **MRM** [ ]  **Client complains** [ ]  **Observation** [ ]  **Other** [ ]   |

**Description:**

**Immediate Corrective Actions:**

**In case of NC:**

**Interim Containment Actions (if any):**

**Root Causes (5 whys to be used):**

**Corrective Actions:**

|  |  |  |
| --- | --- | --- |
| Proposed Corrective Action  | Responsibility | Target Date |
|  |  |  |
|  |  |  |
|  |  |  |

**Review of effectiveness:**

[ ]  Corrective action effective? Y/N (If yes, remove any interim containment actions)

[ ]  OFI has Potential Value? Y/N

Notes:

