

LOGO	AUTHORITY	DOCUMENT ID: AIM/F83,85 VERSION 0.1 DATE: 11 MAR 16
	AIM QUALITY MANAGEMENT SYSTEM	

CORRECTIVE/PREVENTIVE ACTION REQUEST

SECTION I - TO BE COMPLETED BY PERSON INITIATING ACTION

ID	AIM/F83,85-01/
DATE	Click here to enter a date.
NAME	
POSITION	
TYPE OF ACTION	Choose an item.
ORIGIN	Choose an item.
WHERE DID NC OCCUR?	Choose an item.
REFERENCE TO APPLICABLE STANDARD	
DESCRIPTION OF NC	
DESCRIPTION OF ANY CORRECTION(S) MADE BY THE INITIATING OFFICER	

SECTION II - TO BE COMPLETED BY THE PROCESS OWNER

RISK CATEGORY	Choose an item.
IS FURTHER ACTION NECESSARY?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no further action is necessary, then Section II is completed except for the authorizing signature of the process owner.</i>

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IDENTIFICATION OF ROOT CAUSE(S) OF NC	
DESCRIPTION OF ACTION(S) TO BE TAKEN	
PLANNED DUE DATE	Click here to enter a date.
EVALUATION OF EFFECTIVENESS OF ACTION(S) TAKEN	
APPROVED BY: (SIGNATURE)	
DATE EVALUATED	Click here to enter a date.

SECTION III - TO BE COMPLETED BY THE QMS REPRESENTATIVE

VERIFICATION OF EFFECTIVENESS OF ACTION(S) TAKEN	
STATUS	<input type="checkbox"/> Open <input type="checkbox"/> Closed
APPROVED BY: (SIGNATURE)	
DATE CLOSED	Click here to enter a date.