

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.
STANDARD/PROCEDURAL REFERENCE(S)	
DESCRIPTION OF NC	
DESCRIPTION OF ANY CORRECTIONS 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 TO BE TAKEN	
PROPOSED DUE DATE	Click here to enter a date.
EVALUATION OF ACTION TAKEN	
APPROVED BY: (SIGNATURE)	
DATE	Click here to enter a date.

**SECTION III - TO BE COMPLETED BY THE QMS REPRESENTATIVE**

EVALUATION OF ACTION AND ITS EFFECTIVENESS	
STATUS	<input type="checkbox"/> Open <input type="checkbox"/> Closed
APPROVED BY: (SIGNATURE)	
REVIEW DATE	Click here to enter a date.