

**ELEMENT 14  
Non-conformance: Preventive &  
Corrective Action**

**Corrective Action Notice  
(CAN)**

File Name:	Revision	Approved by:	Rev. Date	Page 1 of 1
EMS_14_CAN.doc	02		7/13/05	

<b>Initiator:</b>		<b>Date Initiated:</b>	<b>CAR # :</b>
<b>Department:</b>			
<b>Customer or Vendor:</b> (if applicable) NA			
<b>1. CAR assigned to</b> (identify investigator/department):		<b>Response Due Date:</b>	
<b>2. Problem/Concern Description:</b> (Provide a detailed description of problem, what – where – when.)			
<i>Investigator</i>			
<b>3. Temporary Fix:</b> (If Applicable. Describe steps taken to fix/contain the problem, on a short-term basis.)			<b>Date Completed:</b>
			<b>By:</b>
<b>4. Root Cause Analysis:</b> (What was the bottom line issue that caused the problem?)			
<b>5. Permanent Corrective or Preventive Action Taken:</b> (What activities are being done to eliminate the problem from happening again (mistake-proofing)? Describe permanent steps taken.			
Person(s) Responsible:		Estimated Completion Date:	Date Completed:
<b>6. Prevent Recurrence / Control (Systemic Review):</b> (Are there any other processes or procedures, which may be affected? If so, describe needs to be modified to prevent similar/potential other problems from occurring. Review any areas for “continuous improvement”.)			
<b>7. Initiator Signoff:</b>		(DATE):	
<b>8. Verification:</b> (verified by top level management.)			
Verified By: _____		Date: _____	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
Estimated Cost Savings / Year (\$):			
Estimated Cost To Implement (\$):			
List all contributing persons:			