



# Corrective Action Report

CAR No. :

## Section A – Root Cause Identification, Corrective Action(s) AND/OR Preventive Action(s) Proposal

Root Cause(s):	
Corrective Action(s) Description:	
Corrective Action(s) Target Completion Date:	
Preventive Action(s) Description:	
Preventive Action(s) Target Completion Date:	
Name of Responsible Person and Position:	Telephone Number:
Email Address:	Signature and Date:

## Section B - AACM Official Evaluation

Action(s) Proposed: <input type="checkbox"/> Accept <input type="checkbox"/> Reject	Evaluated by:	Evaluation date:
Follow up action due date:		
Closed by (Signature and Date):		Date of Closure:

*Note:*

- The CAR No. box on the top-right of this form shall indicate the Finding Report that it is responding to.
- Section A shall be used to fill-in the identified root cause(s), corrective/preventive action proposal(s), and target completion dates (implementation proof shall be submitted to the AACM no later than the Target Completion Dates). Manuscript will not be accepted.
- Corrective Action(s) means action(s) to eliminate a finding of non-conformity with the applicable regulatory requirements or organisation's relevant documentation.
- Preventive Action(s) means action(s) to eliminate the root cause(s) of a finding of non-conformity with the applicable regulatory requirements or organisation's relevant documentation in order to prevent recurrence.
- Section B is reserved for AACM use.