

Corrective / Preventive Action Request

Date: _____

└ Corrective Action

└ Preventive Action

Request Source

- └ Service Request
- └ Customer Complaint / Concern
- └ Staff Observation
- └ Risk Assessment
- └ Management Review

- └ Internal Quality Audits
- └ Quality Assurance Inspection
- └ Trending Data
- └ Process Performance Monitoring
- └ Failure Mode Analysis

Description of the Problem

Evidence Observed

Preliminary Assessment of Potential Impact and/or Risk

Action initiated by _____