Corrective Action/Preventive Action Request (CAR/PAR) Form

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| **EnMS CORRECTIVE ACTION/PREVENTIVE ACTION REQUEST** |
| TRACKING NUMBER: |
| Type (check one): | [ ]  Corrective Action | [ ]  Preventive Action |
| Source (check one): | [ ]  Internal Audit Finding[ ]  Monitoring and Measurement[ ]  Energy Assessment[ ]  Legal Noncompliance [ ]  Noncompliance with Other Requirement Subscribed To[ ]  External Audit[ ]  Management Review[ ]  Other (specify): | [ ]  Employee Suggestion[ ]  Management Review[ ]  Data Analysis[ ]  Other (specify): |
| Date: | Issued by: |
| Response Due Date: | Issued to: |
| *Description* of the problem (for corrective action) or opportunity (for preventive action):Evidence:Requirement:Statement of Nonconformity: |
| ***Investigation and Action****This section to be completed by the affected department manager.* |
| Root cause of the actual or potential problem: (How/Why did this happen?) |
| Action needed? [ ]  Yes [ ]  No |
| Correction (fix now) with completion dates: |
| Corrective Action (to prevent recurrence) or Preventive Action (to prevent occurrence) to be taken: |
| Estimated completion date: | Extended completion date (if applicable): |
| Reason for time extension: |
| Reviewed by:  | Date: |
| *This section to be completed by the affected dept. manager - after action is completed.* |
| Action completed by: | Date completed: |
| ***Follow-Up and Closure****This section is to be completed by issuer after action is completed.* |
| Results of action taken: |
| Was the action effective? [ ]  Yes [ ]  No Explain: |
| Results reviewed by: | Date closed: |
| Did this CAR/PAR result in changes to EnMS documents? [ ]  Yes [ ]  No |
| If yes, which document(s) was (were) changed?  |