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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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? | | | | | |