

Corrective And Preventative Action Report (CPAR)

<Short Name>

Help 

Part 1 – Details of the Report

Submitted By :

Date :

CPAR # :

Type of Action *(Check one)*

Correct : A corrective action for an existing problem

Improve : A suggested opportunity for improvement

Prevent : A preventative action for a potential problem

Correct

Improve

Prevent

Source *(Check one or detail 'Other')*

Employee Feedback

External Audit Finding

Customer Feedback

Internal Audit Finding

Other :

Part of Which Process *(Enter the name of the process)*

Process Name :

Priority *(Check one)*

Low

Medium

High

Critical

Describe the Issue in Detail

Assign Responsibility for Solution

Assign To :

Date :

Return To :

By Date :

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Part 2 - Root Cause Analysis and Action Plan

Root Cause Analysis

Action Plan

Verification

Verified By :

Date :

Notes and Justification *(if verification fails, return to steps above)*

Return Once Verified *(To 'Return To' as listed in Part 1)*