

EOTA – Business Form

	<p><i>Document Title:</i></p> <p style="text-align: center;">Corrective Action Report Planning Worksheet</p>
	<p><i>Document Number:</i></p> <p style="text-align: center;">F-017 Rev 11_0414</p>
<p><i>Document Owner:</i> Elizabeth Sousa</p> <p><i>Backup Owner:</i> Melissa Otero</p>	<p><i>Approver(s):</i></p> <p style="text-align: center;">Melissa Otero</p>
<p><i>Parent Document:</i> P-008, Corrective/Preventive Action</p>	<p><i>Notify of Changes:</i> EOTA Employees</p>
<p><i>Referenced Document(s):</i> N/A</p>	

Revision History:

Rev.	Description of Change
08_0613	Initial Release
11_0414	Added problem statement to first block.

Corrective Action Report Planning Worksheet

Corrective Action Number:	Source:	
Details/Problem Statement:		
Raised By:	Raised Date:	Target Date:
Status:	Closed By:	Closed Date:

Containment	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

Identify Root Cause	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

Identify Corrective Action	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

Corrective Action IG Review/Approval	Owner:	Target Date:
	Completed By:	Closed Date:
IG Recommendations (if any) and Stage Verification/Validation:		

Implement Corrective Action	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

Follow-up	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		

Q-Pulse Entry	Owner:	Target Date:
	Completed By:	Closed Date:
Details: Must be accomplished after IG approval, may be accomplished before final follow-up or upon close-out of CAR/PAR/IO.		