

*EOTA – Business Form*



*Document Title:*

**Preventive Action Report Planning Worksheet**

*Document Number:*

**F-018 Rev 11\_0414**

*Document Owner:*  
**Elizabeth Sousa**

*Backup Owner:*  
**Melissa Otero**

*Approver(s):*

**Melissa Otero**

*Parent Document:*  
**P-008, Corrective/Preventive Action**

*Notify of Changes:*  
**EOTA Employees**

*Referenced Document(s):*  
**N/A**

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
08_0613	Initial Release
09_0924	Worksheet modified to reflect External Audit recommendation for identification of “Cause for Potential Nonconformance”. Minor editing changes.
11_0414	Added Preventive Action Number block to match Q-Pulse

## Preventive Action Report Planning Worksheet

<b>Preventive Action Number:</b>	Source:	
Details/Problem Statement:		
Raised By:	Raised Date:	Target Date:
Status:	Closed By:	Closed Date:

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

<b>Cause of Potential Nonconformance</b>	Owner: IG Team/QAM	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

<b>Identify Preventive Action</b>	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

<b>Review of Preventive Action</b>	Owner: IG Team	Target Date:
	Completed By:	Closed Date:
Approval of Preventive Action	Owner: D. Murphy	Target Date:
	Completed By:	Closed Date:
IG Recommendations (if any) and Stage Verification/Validation:		

<b>Implement Preventive Action</b>	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		
Stage Verification/Validation:		

<b>Follow-up</b>	Owner:	Target Date:
	Completed By:	Closed Date:
Details:		

<b>Q-Pulse Entry</b>	Owner: QAM	Target Date:
	Completed By:	Closed Date:

<b>Preventive Action Number:</b>	Source:	
Details:		
Raised By:	Raised Date:	Target Date:
Status:	Closed By:	Closed Date:
Details: Must be accomplished after IG approval, may be accomplished before final follow-up or upon close-out of CAR/PAR		