

XYZ	XYZ Incorporated Quality Management System Procedure	QP.106
		Rev. 1
Title : Preventative Action		Page 1 of 1
Approval:		

Purpose: This procedure has been developed to define XYZ, Inc. procedure for implementing preventative action to deal with potential nonconformances.	
ISO 9001:2008 Requirement	QMS Method of Addressing
Determining potential nonconformities and their causes.	Reviews of process and/or work operation records and procedures may indicate a potential area of concern that could be addressed prior to it becoming a nonconformance that needs correcting
Evaluating the need for action to prevent occurrence of nonconformities.	When an issue is identified, all of the applicable parameters will be evaluated and documented in order to determine the steps that need to be taken. Such preventative action shall be documented by XYZ's Management Representative using a Corrective Action Request - CAR form (Form 105.1) and logged on the CAR Master List (Form 105.2) for tracking and reporting.
Determining and implementing action needed.	Once initiated, the CAR will be assigned to the manager responsible for the affected process, who will then review the request and determine the appropriate action to be taken. The manager of the affected process shall also be responsible for implementing any action needed.
Recording the results of action taken.	Action taken shall be documented by the manager of the affected process, and submitted to XYZ's Management Representative for review.
Reviewing preventive action taken.	Preventive Action will be reviewed and verified by XYZ's Management Representative. Once the issue has been satisfactorily addressed, the Management Representative shall sign the CAR as "closed". Inadequate CAR responses will be returned to the responsible party for further information. Preventive Action records will be made available as a source of information for XYZ's annual Management Review

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