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| **CORRECTIVE AND PREVENTIVE ACTION REPORT** |
| **Process: \_\_\_\_\_\_\_Lab\_\_\_\_Line: \_\_\_\_\_\_\_\_\_\_ M/C: \_\_\_\_\_\_\_\_\_\_\_\_****Item: \_\_\_PQR\_\_\_\_\_Date: \_\_dd/mm/yy\_\_\_\_\_** |
| **Identification of Problem: Wrong TC had been generated and communicated to customer** |
| **Correction/ Containment Action: \_\_\_\_Checked the other TC & verified that all TC are OK\_\_\_\_\_\_\_ Target Date: \_dd/mm/yy\_\_\_\_\_\_\_ Responsibility: \_\_\_\_\_\_\_\_Mr. SGP\_\_\_\_\_\_\_\_\_** |
| **Why-Why Analysis or 5 Whys**  |
| **Why1: \_\_\_Wrong TC had been generated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Why2: \_\_\_\_\_\_\_\_Human Error\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Why3: Intermediate checking system was not available** |
| **Why4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Why5: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **RC (Root cause): Intermediate checking system was not available** |
| **Implementation of Action plan** |
| **Corrective Action** | **Intermediate checking system will be developed**  | **Target Date** | **dd/mm/yy** | **Responsibility** | **Mr. SGP** |
| **Preventive Action** | * **Refresh Training**
* **Two layers checking of TC before releasing to customer.**
 | **Target Date** | **Dd/mm/yy** | **Responsibility** | **Mr.SGP** |
| **Verification of Implemented Action plan:** | **Checked that SOP has been made and implemented in lab** | **Verified by: Mr. P** |
| **Effectiveness Monitoring Status:**  | **Monitoring the monthly TC Status of OK or not OK** | **Remarks: No such error found in last 3 months report** |
| **Document updation / Standardization** | * **SOP: X**
* **Check sheet:**
* **Control Plan: X**
* **FMEA: X**
* **R&P record: X**
* **Others: \_\_\_\_\_\_\_\_\_\_\_\_\_**
 | **Remarks: SOP has been made, Control plan, PFMEA, R&P has been updated w.r.t action plan.** |