
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Form		
	Title: Corrective and Preventive Action (CAPA)	Number: Q12-PR-100-F014	
	Owner: Deborah Durbin	Revision: 0	
	Effective Date: 02/06/12	Page: 1 of 2	

CORRECTIVE AND PREVENTIVE ACTION (CAPA)

Date:	Report #:	Assigned To:
Initiated By:	CSR:	Salesperson:
Customer:	Customer Location:	Product:
Production Date:	Production Location:	Qty Rejected:
Affected Quantity:	BOL #:	Date of Shipment:

Generated By:

<input type="checkbox"/> Internal Audit	<input type="checkbox"/> Customer Complaint	<input type="checkbox"/> In- Process
<input type="checkbox"/> External Audit	<input type="checkbox"/> Consumer/Customer Inquiry	<input type="checkbox"/> Other: _____



Initial Description of non-conformance: (to be completed by CAPA Coordinator)

Date Incident Occurred:

Complaint Description:

Identify root cause(s) of non-conformance: (to be completed within 7 days of origination)

Root Cause(s):

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Action Plan: (to be completed within 7 days of origination)

	<u>Person Responsible</u>	<u>Target Date</u>	<u>Date Corrected</u>
Immediate Action:			
Short Term Corrective Action:			
Long Term Corrective Action:			

Follow-Up:

<input type="checkbox"/> Cost:

Final Approval:

Name	Title	Signature	Date
	Manager		
Deborah Durbin	Director of Quality		
Matt Haynes	Director Manufacturing		
	CSR		