

# Corrective Action Request Form (CAR) pt 2 (IMD031 Rev.1)

**CAR No**

11

**Corrective Action Request Form (CAR)**Corrective Action Request Form (CAR)  
(IMD031 Rev.1) - 11.pdf**Respond by Date**

30/09/2023

**Root Cause of Problem: (Required for all corrective and preventive issues; optional for suggestions for improvement)**

Though toolbox talk frequency isn't as frequent as we hope, there have been some held and documentation is held in a non-IMS file location.

**Action Plan: (Actions taken to eliminate root cause, resolve issue and prevent recurrence)**

Move tool box talk records to an IMS folder location.  
Increase frequency of tool box talks with all staff

**Supporting Information****Date Action Completed**

19/09/2023

**Completed by**

Lee Payne