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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 开立部门/Department: 开立日期： 单号： | | | | | | | | |
| 改善来源/Resource of improve：  □ 外部稽核/External audit □ 内部稽核/Internal audit □其他： □ 客户抱怨/Customer complain □ 供应商/Outsourcing | | | | | | | | | |
| Discipline1 | 状况说明/Condition explain | | | 改善需求日期/Date： | | | | | |
|  | | | | | | | | | |
| Discipline 2 | 处理单位及成员（责任说明）/Disposal unit and member(Duty explain) | | | | | | 时间/Date | | |
|  | | | | | | | | | |
| Discipline 3 | 立即纠正措施/Correct action | | | | 时间/Date | | | | |
|  | | | | | | | | | |
| Discipline 4 | 找出原因/Describe cause | | | | | 时间/Date | | | |
|  | | | | | | | | | |
| Discipline 5 | 永久性纠正或预防措施/Permanent C/A plan or Preventative action | | | | | 时间/Date | | | |
|  | | | | | | | | | |
| Discipline 6 | 对策确认/Verification of effectiveness | | | | | 时间/Date | | | |
|  | | | | | | | | | |
| Discipline7 | 结案核准/Over Approved By | 会签人员/Countersign personnel | | | | | | | |
| 核准：　　　　　　审核： | | 类别 | 审核 | | | | | 核准 | |
| 内部稽核/外部稽核 Internal/External Audit | 执行专员Administer Commissioner | | | | | 管理代表  Delegate of Administer |
| 客户抱怨  Customer Complain | 管理代表  Delegate of Administer | | | | | 总经理  General Manager |
| 采购/托工Outsourcing | 采购/生管主管 Management Head | | | | | 管理代表  Delegate of Administer |
| 厂内制造 Manufacturing | 制造主管Manufacturing Head | | | | | 管理代表  Delegate of Administer |

**管 理 改 善 措 施 报 告 单**