Example Corrective Action/Preventive Action Request (CAR/PAR) Tracking Log

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CAP/PAR #** | **Source\*** | **Assigned to:** | **Short Title/Description** | **Issue Date** | **Due Date** | **Extension**  **Due Date**  **(if applicable)** | **Closed?**  **(Y/N)** |
| 2017-01-CA | IA | Jill Johnston | Calibration boiler #1 gas flow meter | 1/15/17 | 2/15/17 |  | Y |
| 2017-02-CA | ExA | Ben Williams | Training records for temps | 3/20/17 | 4/20/17 |  | Y |
| 2017-03-PA | ExA | Walter Dean | Contractor communications | 3/20/17 | 4/20/17 | 5/30/17 | N |
| 2017-04-CA | MM | Vernon Brown | Propane purchasing data | 4/8/17 | 5/8/17 |  | N |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Source:

IA = Internal Audit

EnA = Energy Assessment

ExA = External Audit

LN = Legal Noncompliance

MM = Monitoring and Measurement

MR = Management Review

ON = Noncompliance with Other Energy Requirement Subscribed To

O = Other