**Safe Work Requirement**

Preventive and Corrective Action Procedure

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| Purpose The purpose of preventive and corrective action procedure is to describe the system, methods and responsibilities for initiating and carrying out Preventive and Corrective actions within ECDC.   The scope The scope of preventive and corrective action procedure within all activities of ECDC and the activities of the subcontractor of ECDC. Definitions **Non-conformance** - Non-Fulfillment of a requirement, standards, rules, guidelines, etc..  **Repetitive Non-conformance** - An event, that if not addressed and/or corrected, shall result in a very high probability of injury, loss or damage.  **Corrective Action** - The action taken to prevent re-occurrence of the non-conformity or corrective the non-conformance items.  **Preventive Action** - Action to eliminate the cause of a potential nonconformity or other undesirable situation to prevent occurrence.  **CAR** - Corrective Action Register. Procedure The sequence of activities and controls for the Corrective and Preventive Action process are detailed in Appendix 1 - Corrective and Preventive Action Flowchart.  In addition to the flowchart the following procedures to be followed:  Upon receiving the Non-conformance Report, the HSE Supervisor to initiate Corrective Action Report to describe the corrective action taken to eliminate the cause of an existing nonconformity, defect, or other undesirable situation that has caused a problem or Client or third party complaint.  Preventive Action report is taken to eliminate the cause of a potential non-conformance, defect, or other undesirable situation that has not at present caused a third party or client complaint but if not addressed has the potential to do so. Preventive actions may be initiated based on observations made during audits or inspections, reports, improvements suggested through client feedback surveys, employee suggestions, etc.  HSE supervisor to keep & update a CAR daily and make sure that target date to correct the non-conformity is known & confirmed  Note: All client or third party complaints and Audit findings must be documented and handled according to these procedures. |  |

# Appendix 1: Preventive and Corrective Action Process Flowchart

