# A picture containing text, porcelain Description automatically generated\*Section 1 (Completed by Kottouf)

**SCAR**

**(**

**Supplier Corrective Action Report)**

\*\* Response Required within 72 hours of Receipt\*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supplier:** | **Date:** | **NCR #:** | **Purchase Order#/Line Item:** | | **Part Number:** |
|  |  |  |  | |  |
|  |  |  |  | |  |
| **Lot Quantity:** |  |  |  | **Quantity Accepted:** |  |
| **Quantity Inspected:** |  |  |  | **Quantity NCR’d:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Non-Conformance Informati*** | ***on*** | | | |
| **Type of Non-Conformance:** |  | | **Responsible:** |  |
| ***Non-Conformance Description*** | |  | | |
|  |  | | | |

# \*Section 2

|  |
| --- |
| ***Supplier Cause Analysis (Completed by Supplier):*** |
|  |

# \*Section 3

|  |
| --- |
| ***Supplier Corrective Action (Completed by Supplier):*** |
|  |

# \*Section 4

|  |
| --- |
| ***Supplier Preventive Action (Completed by Supplier):*** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Signature:** |  | **Date:** |  |
| **PaR QA Signature:** |  | **Date:** |  |

## FORM# QAP15F-3 REV. 1

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# Instructions for Completing the Supplier Corrective Action Report Form

**Section 1 is to be completed by PaR Systems.**

**Section 2**

Root Cause Analysis methodology should be used for effective problem solving. This section should include a description of the root cause of the deviation or non-conformance. It is good practice to continue to ask “why” until the root cause is substantially determined. Example:

* Why did the operator make the error? Because he wasn’t paying attention.
* Why? Because he was involved in excessive conversation with a co-worker.
* Why? Because he did not understand the criticality of the job he performs.
* Why? Because he was not adequately informed by management.
* Why? Because management had not identified the need for this specific communication. (“Operator Error” itself is not an acceptable cause!!)

**Section 3**

This section shall include the actions defined to correct the specific causes identified in section 3.

**Section 4**

This section shall include actions defined to ensure that the non-conformance does not recur.

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