

**1.0 Purpose**

To establish a procedure for initiating, assigning, implementing and recording corrective and preventive actions (CAR's and PAR's) and ensuring that actions taken are effective.

**2.0 Scope**

This procedure applies to all product and process nonconformances whether they are identified in-house or reported by a customer. Corrective and Preventive actions are applicable to all departments and personnel and may also be directed at suppliers and subcontractors.

**3.0 Responsibility and Authority**

The Quality Manager has responsibility and authority to ensure this procedure is followed. He may delegate tasks to qualified personnel as needed. All employees are responsible for knowing and following this procedure.

The President and the Quality Manager have authority to sign approval of completed CAR's and PAR's.

**4.0 Procedure**

4.1 Corrective and preventive actions (CAR's and PAR's) may be initiated when actual or potential nonconformances are discovered, and apply to both products and processes. CAR's and PAR's may be initiated by any employee of Sample Company.

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