

**CORRECTIVE/PREVENTIVE ACTION REQUEST****CPAR No.** Corrective Action Preventive Action Opportunity for Improvement**Source**

- Internal Audit
- External Audit
- Customer Complaint
- Internal Stakeholder
- External Stakeholder
- Other:

Description of Corrective action, Preventive action or Opportunity for Improvement:

Initiator	name		Signature:	Date:
	organization			
	Designation			

For office use:

Task Assigned to:	Reply Due Date:	Chairman Signature:
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Actions Taken or Planned by assigned person(For more space use separate sheet):

Signature:	Date:
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Comments by Chairman:

Signature:	Date:
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