

Corrective & Preventive Action Report

Reference Number: 1

D1. Planning

Start Date: 0001-01-01

Estimated Completion: 0001-01-01

Incident Location: 1

Machine ID: 1

D2. Establish The Team

Role: Team Member

Name: 1

Job Title: 1

D3. Describe the Problem / Incident

1

D4. Containment / Immediate Action

Title: 1

Owner: 1

Target Date: 0001-01-01

Close Date: 0001-01-01

D5. Identify the Root Cause

Man:

- 1

Method:

- 1

Machine:

- 1

Materials:

- 1

Environment:

- 1

D6. Corrective Actions

Action: 1

Responsible Party: 1

Expected Completion Date: 0001-01-01

Status/Remarks: 1

D7. Preventive Action Plan & Validate

Action: 1

Responsible Party: 1

Expected Completion Date: 0001-01-01

Status/Remarks: 1

D8. Final Closure & Recognition

Name: James Ten

Designation: IT

Company: CLSG

Date: 2025-02-06

D9. Sign Off

Signed Off By: James Ten

Date: 2025-02-06 10:21:07