**Worksheet: Example corrective action request (CAR) form**

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| Procedure No: | CAR No: |
| Auditor: | Date: |
| Auditee: | Severity of non conformance  Observation / Minor / Major |
| 1. Non conformance  Signed: Signed:  Date: (Auditee) Date: (>(Auditor) | |
| 2. Agreed Corrective Action  Signed: Proposed follow up date:  Date: (Auditee) | |
| 3. Action Completed  Signed:  Date: (Auditee) | |
| 4. Preventative Action  Signed: Date: | |
| 5. Review of existing procedure  *Does an existing procedure need to be revised or a new on implemented?*  Signed: Date: | |