

DAVAO CITY WATER DISTRICT
 Km 2.5 Mc Arthur Highway, Matina, Davao City
COMMERCIAL SERVICES DEPARTMENT

PM-10-02-F01 Rev. No. 0 Aug 1, 2018

CORRECTIVE ACTION REPORT (CAR)

Part 1 (To be filled-up by the Requisitioner)

Requisitioner :	Date:	CAR #
-----------------	-------	-------

SOURCE: Operation Audit / Review Customer Suggestion

BRIEF DESCRIPTION OF NON-CONFORMITY/ ISSUE:

Personnel/ Team Leader		Conforme (Signature)	
Division Manager or Auditor or Inspector		Conforme (Signature)	
Approved by		Signature	
Recorded by		Signature	

Part 2 (To be filled-up by the Assigned Personnel/ Team Leader)

INVESTIGATION & EVALUATION OF / / ROOT CAUSE / / POTENTIAL PROBLEM

CORRECTIVE OR PREVENTIVE MEASURES

	ACTIVITIES	TARGET DATE	RESPONSIBLE
CORRECTIVE ACTION			
PREVENTIVE ACTION			

ATTACHMENT
(Pls. Specify)

Prepared by: Assigned Personnel / Team Leader	Reviewed by: Division Manager	Approved for Implementation by: Department Manager
--	--------------------------------------	---

Part 3 (To be filled-up by the Division Manager/ Auditor / Inspector)

FOLLOW UP

DATE	REMARKS	VERIFIED BY

Part 4 (To be filled-up by the Department Manager)

CONCLUSION:

Extended until _____ Re-issuance, specify reason _____
 Closed / Corrective or Preventive Measure is effective Others _____

Closed by: Department Manager	Recorded by: Document Controller
--------------------------------------	---