

Corrective Action Status Record

Record Number	CAR-2024-017	Date Reported	2024-06-11
Reported By	Jane Doe	Department	Quality Assurance
Process/Area	Packaging Line 2	Supervisor	John Smith

Description of Non-Conformance

Incorrect labeling found on finished products due to a misaligned printing head. Approximately 500 units affected.

Root Cause Analysis

Printing head alignment procedure was not followed after recent maintenance. Operator was not adequately trained on the new equipment process.

Corrective Action Plan

Action	Responsible	Target Date	Status
Retrain operators on alignment procedure	M. Anderson (Training Lead)	2024-06-15	In Progress
Update maintenance checklist to include print head alignment verification	R. Evans (Maintenance)	2024-06-14	Completed
Inspect and re-label affected products	D. Cooper	2024-06-13	Completed

Verification and Closure

Verification By	Sarah Lin	Date	2024-06-16
Closure Status	Closed	Remarks	Training completed and checklist updated. No recurrence found.

Important Notes:

- All corrective actions must be clearly documented and tracked to completion.
- Regularly review open corrective actions to ensure timely resolution.
- Root causes should be properly analyzed to prevent recurrence.
- Verification and closure should be performed by an authorized person not directly involved in the action.
- Maintain these records for compliance and continuous improvement purposes.