

# 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.