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F-464-001

Corrective preventive action form

CA PA

(Check appropriate box to indicate corrective or preventive action)

Corrective Action # _____

or

Preventive Action # _____

Date: _____

	Date Due	By/Assigned to	Completed Initials & Date
Investigation			
Implementation			
Audit			
CA/PA closed			

Description of Issue

Investigation Finding / Root Cause

Document Number	Record ID	Responsible	Index	Filed	Retention Period	Disposition
EnMS-001	Energy management system manual	Management Rep	Document Number	Document Control	Five years	Destroyed
A-410-001	Organization chart	HR Manager		Human Resources	Five years	Destroyed
A-420-001	PDCA guidelines	Management Rep			Reference	
A-430-001	Energy policy	Management Rep	Document Number	Document Control	Five years	Destroyed
FD-442-001	Process flow diagram – process-1	Project Manager	Project Number	R&D	Five years	Destroyed
FD-442-011	Process flow diagram – P-1 planning summary	Project Manager			Reference	
FD-442-002	Process flow diagram – process-2	Project Manager	Project Number	R&D	Five years	Destroyed
FD-442-012	Process flow diagram – P-2 planning summary	Project Manager			Reference	
F-442-001	Legal and other requirements	Management Rep	Document Number	Document Control	Five years	Destroyed
Reg-442	Register of legal & other requirements	Management Rep	Document Number	Document Control	Five years	Destroyed
F-443-001	Energy assessment worksheet	Project Manager	Project Number	R&D	Five years	Destroyed
A-443-001	Energy significance guidelines	Management Rep	Document Number	Document Control	Five years	Destroyed
F-444-001	Energy baseline and EnPIs	Project Manager	Project Number	R&D	Five years	Destroyed
F-444-002	Energy baseline and EnPIs - example	Project Manager	Project Number	R&D	Five years	Destroyed
F-446-001	Energy objectives planning record	Management Rep	Document Number	Document Control	Five years	Destroyed
F-446-002	Action plan & project timing chart - blank	Project Manager	Project Number	R&D	Five years	Destroyed
Reg-446	Register of energy action reports	Management Rep	Document Number	Document Control	Five years	Destroyed
F-452-001	Training action plan	HR Manager	Employee Name	Human Resources	Five years	Destroyed
F-452-002	Group training record	HR Manager	Employee Name	Human Resources	Five years	Destroyed
F-452-003	Employee training summary	HR Manager	Employee Name	Human Resources	Five years	Destroyed
F-452-004	Job description form	HR Manager	Employee Name	Human Resources	Five years	Destroyed
F-453-001	Comment and suggestion report - CSR	Management Rep	Document Number	Document Control	Five years	Destroyed
F-453-002	Public response report - PRR	Management Rep	Document Number	Document Control	Five years	Destroyed
F-454-001	Master document lists	Document Coordinator	(Identify electronic file)	Electronic on Network	Ongoing	
F-454-002	Software inventory spreadsheet	Document Coordinator	(Identify electronic file)	Electronic on Network	Ongoing	
F-454-003	Document change request	Document Coordinator	Document Number	Document Control	Two years	Destroyed
F-454-004	Document revision checklist	Document Coordinator	Document Number	Document Control	Two years	Destroyed
A-455-001	Selection of operational controls guidelines	Management Rep	Document Number	Document Control	Five years	Destroyed
F-455-010	Equipment problem report	Maintenance	Document Number	Document Control	Five years	Destroyed
F-455-011	Production equipment/maintenance record	Maintenance	Document Number	Document Control	Five years	Destroyed
NA	PM maintenance spreadsheet database	Maintenance	(Identify electronic file)	Electronic on network	Ongoing	
NA	Preventive maintenance summaries	Maintenance	(Identify electronic file)	Electronic on network	Ongoing	
F-455-020	Identification tag-typical	Receiving			Reference	
F-455-021	Rejected material / disposition report	Receiver	Supplier Name	Purchasing	Two years	Destroyed
F-455-030	Daily paint operation validation worksheet	Project Manager	Project Number	R&D	Five years	Destroyed
F-456-001	Design plan and project action plan	Project Manager	Project Number	R&D	Five years	Destroyed
F-456-002	Design change request	Project Manager	Project Number	R&D	Five years	Destroyed