Corrective Action Procedure

Start

An issue is identified.

Complete a Corrective Action Request Form TS-0022.

Submit the Corrective Action Request Form to the Shop Supervisor.

The Quality Assurance Manager is notified and a Corrective/Preventive Action Status number is assigned.

The issue is investigated and possible solutions developed.

The desired solution is implemented and monitored for a period to determine if working.

Completed Corrective Action Request Form sent to the Quality Assurance Manager.

The results of the implemented solution are verified.

The Corrective Action is closed by the Quality Assurance Manager.

END