

Document Title	NCR & CAR Report	Insert Company Logo
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Work Area: Human Resources	Date: Insert Date

Client Complaint	Audit Finding	Supplier Problem	Day-to-Day Operations	System	Trend Analysis
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DESCRIPTION OF THE PROBLEM / POTENTIAL PROBLEM

Incomplete documentation.
 Induction forms were not signed by the employee and management members. Employee's information was not captured.
 Sample /s: Name of an employee

RESULTS OF ROOT CAUSE ANALYSIS

Human resources and relevant managers did not ensure and verify that the documents were completed.

5-WHY ANALYSIS

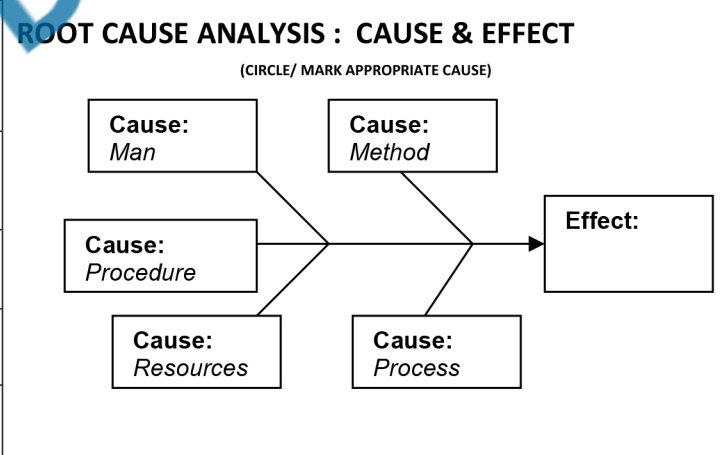
Human resources and relevant managers did not ensure and verify that the documents were completed.

Employees did not ensure that the documents were complete.

N/A

N/A

N/A



CORRECTION

CORRECTIVE ACTION

Human resources to ensure that all induction forms are completed.

Risk assessment to Updated?	No.
Change to Information Security Management System Required? If yes, state changes required.	No.