

Document Title	NCR & CAR Report	Insert Company Logo
Document Type	Form and Template	
Document No:	QMS-FT-035	
Version No:	1	
Author:	Insert author	

Originator: Insert Originator	NCR/CAR No: 01
Work Area: Finance	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.

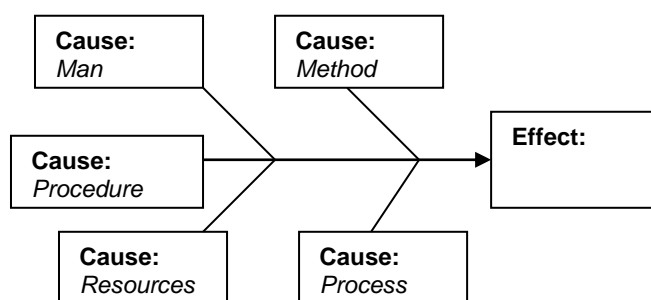
Employees did not ensure that the documents were complete.

N/A

N/A

N/A

**ROOT CAUSE ANALYSIS : CAUSE & EFFECT
(CIRCLE/ MARK APPROPRIATE CAUSE)**



CORRECTION

CORRECTIVE ACTION

Human resources to ensure that all induction forms are completed.

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Risk assessment to Updated?	No.		
Change to Quality Management System Required? If yes, state changes required.	No.		
Due Date:	Responsible person: Human Resources Manager		
ACTIONS TAKEN TO PREVENT RE-OCCURRENCE			
All induction forms are to be verified before kept away for record purposes.			
NCR/CAR STATUS?	OPEN	CLOSED	Escalation: Y / N
Originator: Name of the Auditor	MR:	Date Closed:	

WWWISSE
WORLD WIDE INDUSTRIAL & SYSTEMS ENGINEERS

SAMPLE DOCUMENT