

<b>Document Title</b>	NCR & CAR Report	Insert Company Logo
<b>Document Type</b>	Form and Template	
<b>Document No:</b>	ISMS-FT-016	
<b>Version No:</b>	1	
<b>Author:</b>	Insert Author	

Originator: Insert Originator	CAR No: 01
Work Area: Human Resources	Date: Insert Date

Client Complaint	Audit Finding	Supplier Problem	Day-to-Day Operations (Incident, Accident and Process)	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**

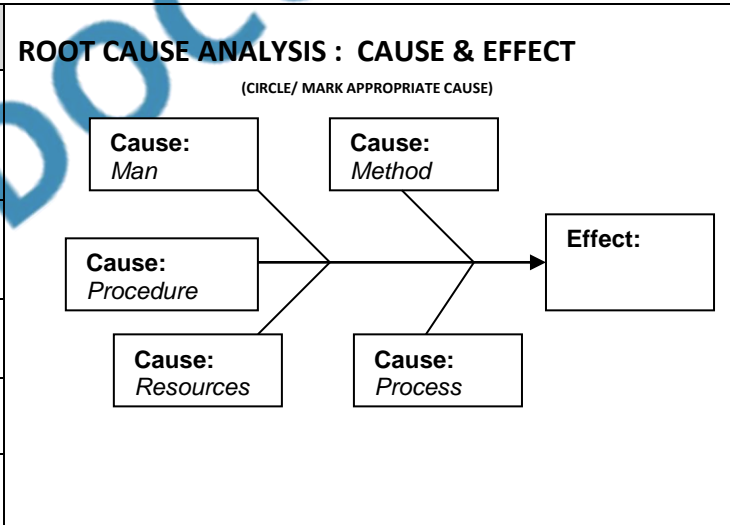
Human resources and relevant managers did not ensure and verify that the documents were completed.

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.
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Information Security 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.

<b>CAR STATUS?</b>	<b>OPEN</b>	<b>CLOSED</b>	<b>Escalation: Y / N</b>
Originator: Name of the Auditor	MR:	Date Closed:	



SAMPLE DOCUMENT