



CORRECTIVE ACTION REQUEST FORM

Clarksville-Montgomery County School System

Correction Control Number
Date _____
Rec'd _____

Requester: _____ **Dept.:** _____ **Date:** _____

Source: Please indicate by circling

- | | |
|----------------|---|
| Parent Concern | Concern regarding Vendor Supplies or Services |
| Process | (Please use PUR-F009) |
| External Audit | Other (Specify) |

SECTION 1: to be completed by requestor

Description of Problem: Be factual, objective, and concise and give traceability to issue for follow up. Attach any background information required for problem investigation and root cause determination. Please include recommendation(s) to solve the problem.

Requestor, if this form is not being submitted electronically, please forward hard copy to: Margie Austin, Process Management Coordinator, 621 Gracey Ave., Clarksville, TN 37040.

Problem Owner: _____ **Dept.:** _____ **Respond by:** _____

Problem Solver: _____ **Dept.:** _____

SECTION 2: to be completed by Problem Owner

Corrective Action Response:

Root Cause: (Problem solver investigates the problem and determines the extent/impact of the problem and its root cause. Problem Owner ensures that the root cause has been identified.)

Continue to Section 3



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SECTION 3: to be completed by Problem Solver

Corrective Action/Implementation Plan: Include training and communication requirements, documentation changes and/or process/product/service changes.

Solver: Is a short term correction required before the long term action is implemented? If so, please indicate what that will be.

Proposed/Planned Implementation Date of Corrective Action: _____

Problem Owner: Initial _____ Date _____

Forward to Process Management Department

SECTION 4: to be completed by Process Management Staff

Answer received by Process Management Dept.: Date _____ Initial _____

Implementation verified: Date _____ Initial _____

Requestor satisfaction verified Date _____ Initial _____

Corrective Action Closed and Problem Owner notified: Date _____ Initial _____

NOTES: