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## PREVENTIVE ACTION PROCEDURE (PRM-P003)

Clarksville-Montgomery County School System

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### 1.0 SCOPE:

- 1.1 This procedure outlines the process for determining the need for and developing and implementing a preventive action plan.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Management Representative and Management Review Team

### 3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative

### 4.0 DEFINITIONS:

- 4.1 PRM: Process Management System
- 4.2 Management Review Team (MRT): Director of Schools, Management Representative and representatives for each major support area to include: Finance, Human Resources, Operations, Technology, Instruction and Communications
- 4.3 Preventive Action: Action to eliminate the causes of potential nonconformities in order to prevent their occurrence, or evaluating patterns/trends through corrective actions and taking steps to prevent their reoccurrence.
- 4.4 Stakeholders: students, parents, staff, community

### 5.0 PROCEDURE:

- 5.1 Clarksville-Montgomery County School System determines the action required to eliminate the causes of potential problems (nonconformities) in order to prevent their occurrence or reoccurrence. Preventive actions are appropriate to the affects of the potential problems.
- 5.2 Potential nonconformities and their causes are determined and the analysis of data in reports identifying trends unacceptable to the district or other forms of data are reviewed during the Management Review process.
- 5.3 Preventive Action Plan/Request ([PRM-F012](#)) is presented to the MRT for review and discussion and voted on during the first MRT meeting following the presentation. The presentation may take place during a MRT meeting or via email, FAX or courier. The majority needs to approve the preventive action.
  - 5.3.1 If the preventive action is approved a number is given to the preventive action, a file is opened and a work team is selected to evaluate the problem.
  - 5.3.2 If the preventive action is not approved no further action is taken.
- 5.4 MRT and department(s) involved evaluate reports and necessary action required to prevent the occurrence/reoccurrence of nonconformities is decided and documented on the Preventive Action Plan/Request Form ([PRM-F012](#)).



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5.5 The action required is implemented and documented in the Management Review Meeting minutes and on the Preventive Action Log (PRM-F011).

5.6 The preventive action taken is reviewed by the MRT and internal audits are performed when appropriate.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Preventive Action Log (PRM-F011)

6.2 Preventive Action Plan/Request ([PRM-F012](#))

6.3 Management Review Team Minutes

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Preventive Action Log and Preventive Action Plan/Request	Hard copy of form PRM Files, Log on computer	3 years for form, ongoing maintenance of log	Discard as Desired	Secured Building, electronic backup

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/02		Initial Release
2/03/03	A	Clarify 5.1
3/13/03	B	Add Preventive Action Log, Preventive Action Plan/Request and Form Numbers
2/20/04	C	Add definitions, clarify 5.3 and retention table
10/28/04	D	Clarify scope and procedure
4/11/06	E	Expand 5.3

**\*\*\* End of Procedure \*\*\***