

	Quality Management System Procedure [Laboratory Name]	Issue Date: YYYY/MM/DD	Rev.: 0
	QSP 4-12-1 – Preventive Action		Page #: 1 of 3

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

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Purpose

To implement opportunities for needed improvement and prevent potential sources of nonconformance.

Scope / Field of Application

Any procedure or process relating to the quality management system or of a technical nature.

Definitions and Acronyms

Preventive Action – action taken to eliminate the causes of potential nonconformity, defect, or other undesirable situation in order to prevent occurrence.

Preventive Action Request (PAR) – request to initiate preventive action.

Responsibilities

Facilitator - initiator of the preventive action or the supervisor of a work group.

Team members - those involved in preventing potential nonconformities or improving processes. Members may all be working in a similar area if the issue is isolated or from multiple areas if the solution requires input from various experts / stakeholders.

Materials (and Skills) Required

Effective Date: YYYY/MM/DD