



# CORRECTIVE ACTION RECORD (CAR)

Date raised    /    /

CAR No.    \_\_\_\_\_

Name of person initiating CAR

REASON(S)	TICK
AQTF Standard non-compliance - staff	
Customer Complaint	
ISO Quality System Non-conformance	
Other (specify)	
<b>PREVENTIVE ACTION</b>	

## Section 1

Complaint:

Cause:

## Section 2

Action to be taken:

Who:

When:

Action required by:    /    /    Signed \_\_\_\_\_  
Managing Director / Training Manager

## Section 3

Agreed action completed and effective

Signed: \_\_\_\_\_    \_\_\_\_\_  
Managing Director / Training Manager    Learner / Complainant

Date    /    /