



Corrective Action Request

Web EHSdesk™ provides a fully integrated suite of web-based software modules designed to support administrative, operational, and business process information management associated with Environment, Health, and Safety (EHS).

The **Corrective Action Request (CAR)** module offers a systematic process for tracking the tasks necessary to perform corrective action investigations, identify root causes, and implement corrective action plans in a timely manner. Automatic e-mail notifications facilitate timely resolution of tasks required to complete corrective actions. Corrective action requests can be issued and maintained from within other Web EHSdesk modules.

Features and Functionality

- Corrective action requests can be created and maintained for any type of nonconformance item
- Corrective action requests are issued with an automatic plan response due date generated
- Detailed corrective action attributes are documented including: root cause, corrective action plan, nonconformance description, cost information, due dates, and severity
- Multiple nonconformance findings/root causes can be tracked per CAR



Nonconformance Finding Summary
The following is a summary of the information for the selected Nonconformance Finding.

CAR Details [EDIT] [VIEW]
 CAR No.: 410 CAR Type / Detail Type: Audit / Observation
 CAR Status: Open CAR Name: Safe Workplace
 Location: Training Site Org: Engrg Administration

Nonconformance Finding Details [EDIT] [VIEW]
 No.: 1 Finding Name: Missing Energy Control Procedure Status: Plan Submitted
 Description: During the audit, I noticed that the Energy Control Procedure for Equipment #123456 was missing.

Root Cause Optional [ADD]
 Root Cause Name

Management System : Standards, Policies or Admin Controls Need Improvement : No standards, policies or administrative controls [Edit] [View]

Corrective Action Plan [EDIT]

Finding Summary Page

- Multiple task items per corrective action plan can be created including assignment to responsible people, due dates, and actual dates
- Approve/reject cycle is available for corrective action plan/response
- Implementation can be documented with the ability to optionally generate follow-up
- Follow-up results can be documented with reject ability
- Typical users include EHS Professionals, EHS Managers, Supervisors, Quality Auditors, and Operations Management
- Simple "Quick Form" interface for defining a CAR plan and closing out tasks

Benefits

- Enables consistent corrective action documentation, planning, and follow-up process
- Facilitates timely resolution of tasks required to complete corrective actions via pro-active e-mail notification
- Allows the ability to issue and maintain CARs from within other Web EHSdesk modules

E-mail/Reports

- Ad hoc reporting is available using a flexible search window with multiple filters and sorts; query results can be printed or saved to an Excel™ or Acrobat™ format
- Ad hoc reports available for CARs, CAR Plans, CAR Tasks, and CAR Follow-ups
- Nightly e-mails are automatically sent to actionees upon issuance of CAR; weekly status report e-mails are sent to help monitor progress towards closure
- Multiple Metrics and Aging reports available to visualize CAR program status

CAR Aging Report							
CAR No.	Finding No.	CAR Type	CAR Owner	Due Date	Days Due	CAR Finding Status	CAR Name
172	1	Machinr Guard	Doe, Jane	09/30/2011	-2	Implement Overdue	
175	1	Hazard Communication	Doe, Jane	09/30/2011	-2	Task Overdue	Confined Spaces
918	1	Quality	Doe, Jane	09/30/2011	-2	Task Overdue	PWR Engineering
179	1	Quality	Doe, Jane	09/30/2011	-2	Task Overdue	CAR Training Session
178	1	Quality	Doe, Jane	09/30/2011	-2	Task Overdue	CAR Training Session
178	2	Quality	Safte, Sam	09/30/2011	-2	Task Overdue	CAR Training Session
190	1	Quality	Safte, Sam	09/30/2011	-2	Implement Overdue	Training
1067	1	Quality	Safte, Sam	10/01/2011	-2	Follow-up Overdue	PWR J-2X
1002	1	Quality	Safte, Sam	10/01/2011	-2	Follow-up Overdue	PWR Operators & Quality CA
181	1	Near Hit	Safte, Sam	10/03/2011	-1	Task Implemented	test
105	1	Annual Plan	Doe, Jane		0	Implement Due	Air Emissions
184	1	Quality	Doe, Jane		0	Implement Due	Test Compact
175	1	Annual Plan	Doe, Jane	10/06/2011	2	Plan Due	TEST of quick close
1006	1	Quality	Doe, Jane	10/06/2011	2	Plan Due	PWR Tier 1 CA
194	1	Quality	Safte, Sam	10/06/2011	2	Plan Due	Training session
194	1	Quality	Safte, Sam	10/06/2011	2	Plan Due	Training session
194	1	Quality	Safte, Sam	10/06/2011	2	Plan Due	Training session
197	1	Quality	Safte, Sam	10/07/2011	3	Plan Due	Training session
199	1	Quality	Safte, Sam	10/07/2011	3	Plan Due	Training session
1051	1	Quality	Doe, Jane	10/10/2011	3	Plan Due	PWR Tier 1 CA
927	1	Quality	Doe, Jane	10/14/2011	13	Followup Due	PWR ACPG
1036	1	Quality	Doe, Jane	10/14/2011	13	Plan Due	PWR Operations & Quality CA

CAR Aging Report

Compliance

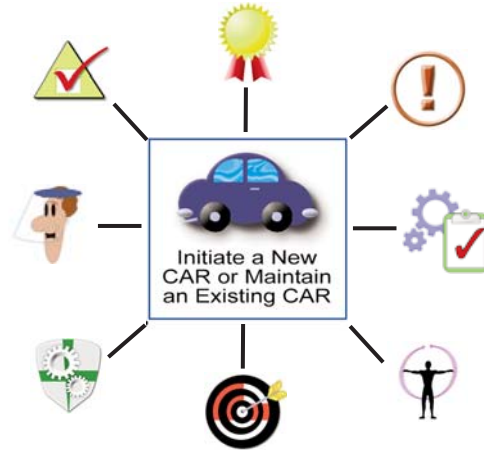
Assists in meeting requirements of ISO 9001, OHSAS 18001, and ISO 14001



Integration Points

CARs can also be generated in:

- EHSdesk **Ergonomics** - to document an ergonomic problem/fix
- EHSdesk **Incident Tracker** - to document incident investigation
- EHSdesk **Machine Guard** - for a missing or deficient guard
- EHSdesk **Operator PM** - for a missing or deficient preventive maintenance (PM) plan
- EHSdesk **PPE Assessment** - for missing or deficient personal protective equipment (PPE)
- EHSdesk **Risk Assessment** - for a hazard or missing or deficient control
- EHSdesk **Audit & Inspection Management (AIM)** - for a nonconforming checklist answer or general finding
- EHSdesk **Regulation Manager (REG)** - for a finding (e.g., NOV) issued against a regulatory record



Process Flow

