



**SECURITY QUALITY CONTROL  
CORRECTIVE ACTION REPORT (CAR)**

CAR No.: SEC/CAR/

SQR No.: SEC/SQR/

**SECTION A: ROOT CAUSE IDENTIFICATION, CORRECTIVE ACTION(S) AND/ OR PREVENTIVE ACTION(S) PLAN**

**ROOT CAUSE(S) IDENTIFIED**

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**CORRECTIVE ACTION(S) PLAN (CAP)      CAP TARGET COMPLETION DATE:**

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**PREVENTIVE ACTION(S) PLAN (PAP)      PAP TARGET COMPLETION DATE:**

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<b>RESPONSIBLE PERSON</b>		<b>POSITION</b>		<b>SIGNATURE &amp; DATE</b>	
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**SECTION B: For AOD-SEC Use**

<input type="checkbox"/> ACCEPT	REJECT DUE IMPROPER: <input type="checkbox"/> ROOT CAUSE <input type="checkbox"/> CAP/PAP <input type="checkbox"/> TARGET DATE <input type="checkbox"/> EVIDENCE <input type="checkbox"/> OTHER
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EVALUATED BY & DATE:	FOLLOW UP DUE DATE:	CAR CLOSED DATE:	
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PREPARED BY SIGNATURE & DATE:	SEM OR SQCM SIGNATURE & DATE:	ADR SIGNATURE & DATE:	
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- Note:**
- The boxes on the top-right of this form shall indicate the CAR No. and corresponding SQR No. as issued by AOD-SEC.
  - Section A shall be used to fill-in the identified Root Cause(s), CAP/ PAP, and Target Completion Dates; Section B is reserved for AOD-SEC use
  - CAP means action(s) to eliminate a finding against applicable requirements; PAP means action(s) to eliminate root cause(s) of a finding in order to prevent recurrence.

