

Supplier adds a Corrective Action against a finding

Corrective Actions can be raised against **Non-Compliances** and **Observations**

1



Click the button '**Add Corrective Action**' located at the bottom of each finding.

2

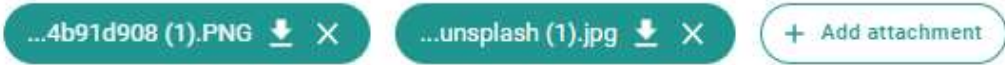
Corrective action taken

Corrective action

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Suppliers must explain the corrective actions they have taken to close the finding. These actions will have been discussed in the audit's closing meeting and are written out in the CAPR.

3



Attachments must be added to support the Corrective Action – please note the file size limit.

4



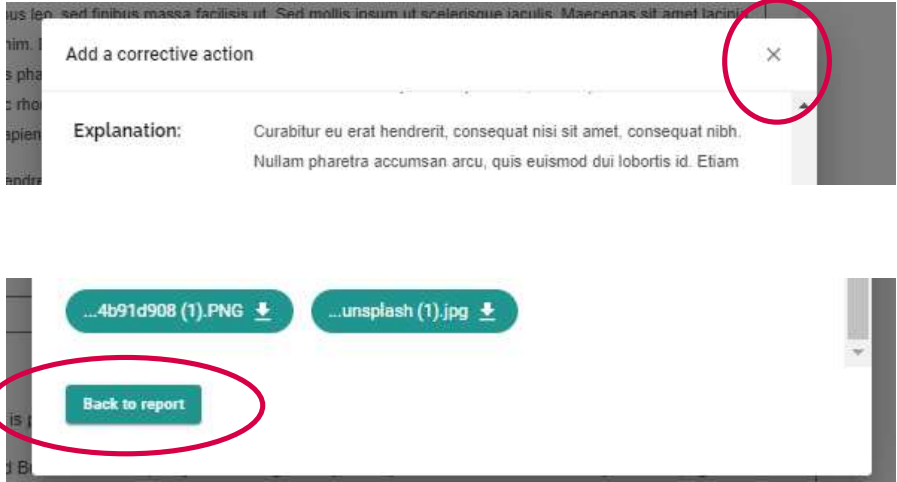
Click '**Submit**'.

Please note – you will NOT be able to view/change your corrective action once submitted, so please check it is complete.

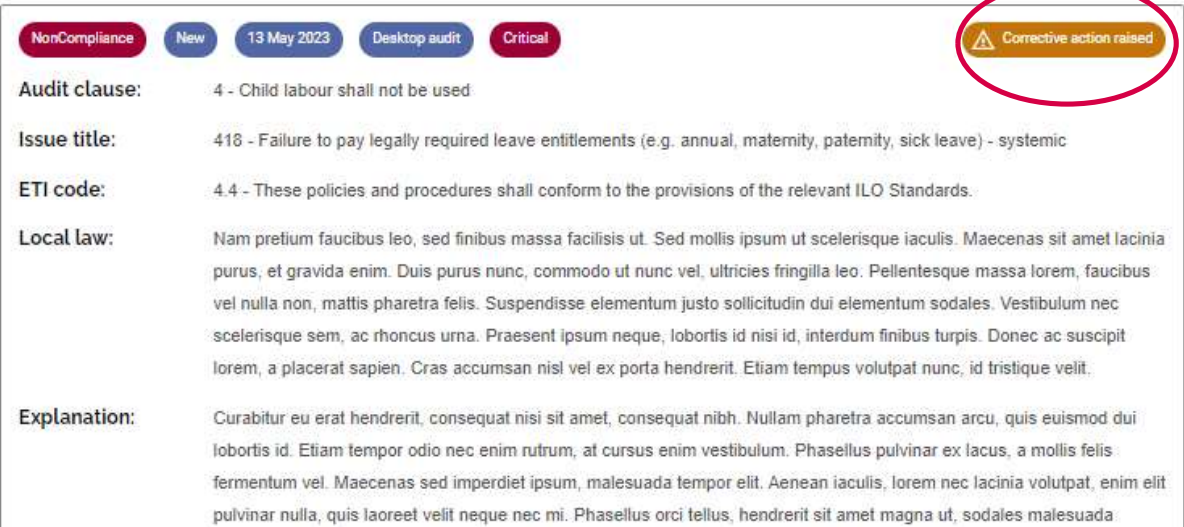
Supplier raises a Corrective Action against a finding

The corrective action raised for a finding is now added.

Click the **Exit** button or '**Back to report**' to go back to the list of findings.



The finding status has changed from Open to **'Corrective action raised'**.



Note: at the moment, suppliers will not see a summary of the corrective action they are added. This will come in future enhancements of the review process.