



CORRECTIVE ACTION REQUEST

Standard
PU 2103

*(Tick 'V' or 'X')

*Category Critical Major
 Minor

SECTION 1 : DETAILS OF AUDIT

Auditor

Audit No /

Auditee

*Position : CAR No of

QM Galaxy Aerospace (M) Sdn Bhd

SMM

Others

Regulation 4.4.2 Documentation of Organisational Structure

SECTION 2 : NON-CONFORMANCE (Include details of objective evidence)

Ref #1. MMP Galaxy Aerospace (M) Sdn Bhd (GAM), Para 4.4.2.

Ref #2. List of Approval Holder dated 30 Aug 23 - GAM/Q-001C.

The audit found that the number of personnel stated in the Organisation Structure in MMP (Ref #1) did not tally with existing number of personnel as per the list of Approval Holders (Ref #2), contrary to Reg 4.4.2a(3).

Auditor

Date

/ /

Auditee

SECTION 3 : ROOT CAUSE AND CORRECTIVE ACTION (Determination of root cause and action plan including completion date)

Root Cause :

Date to be completed :

Corrective Action :

Auditee

Position :

Date

/ /

SECTION 4 : FOLLOW-UP DETAILS AND CLOSE OUT

Verification of implemented corrective actions :

Verified By

*CAR Close Out (Tick V)

Yes No

Date

/ /