
Corrective & Preventive Action

1.0 Purpose

- 1.1 This procedure describes the method of investigation carried out by LGL, to examine reasons for non-conformance of its operation, service and/or quality system in order to prevent their occurrence and reoccurrence.

2.0 Introduction

- 2.1 The **Quality Manager** is responsible for ensuring that this procedure is maintained and implemented.
- 2.2 This procedure is central to the LGL quality objective of continual improvement.

3.0 Process Input Requirement

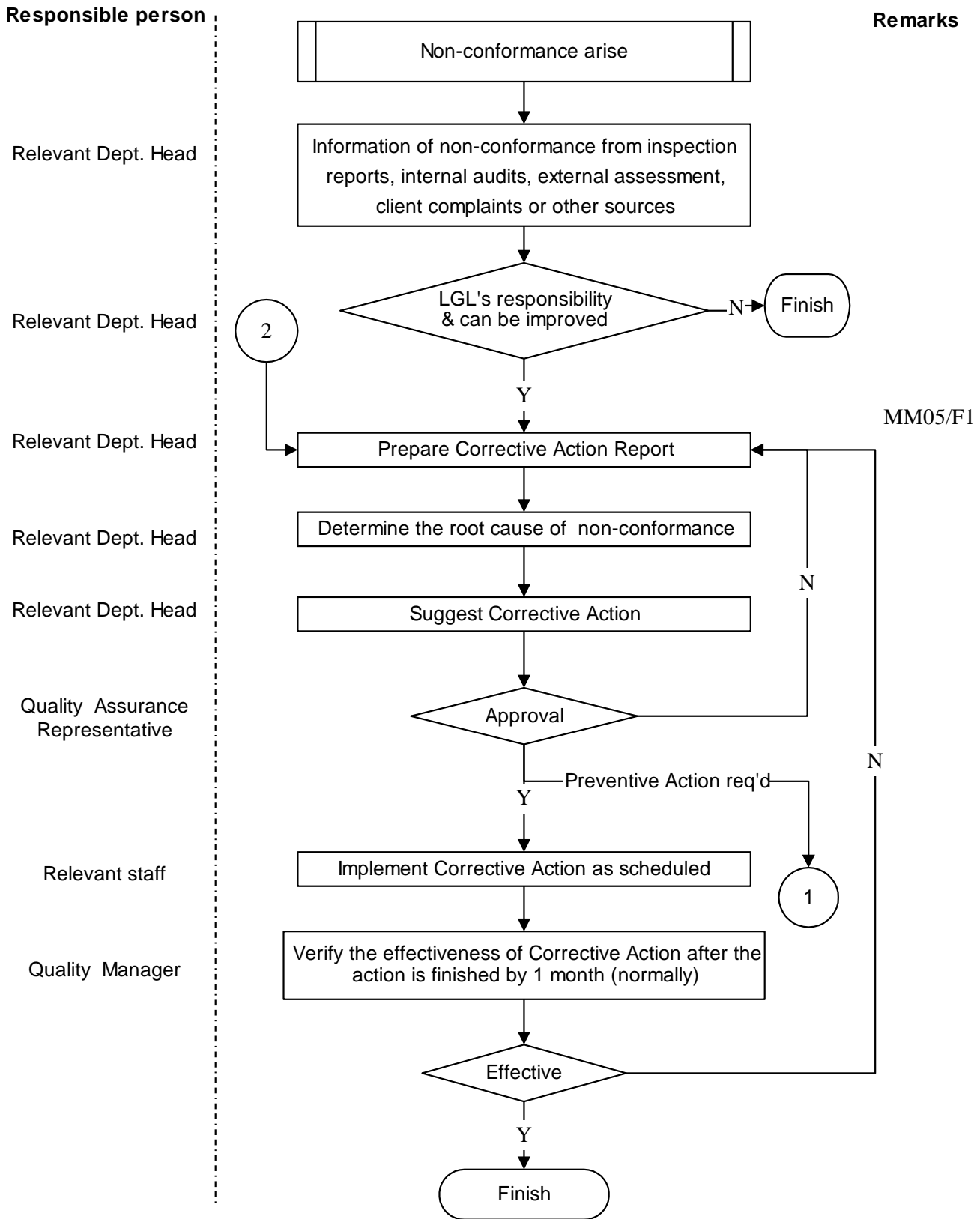
- 3.1 When there are areas which have capacity for improvement, improvement shall be carried out in accordance with this procedure.

4.0 Relevant Document

AP-MM04 Internal Quality Audit

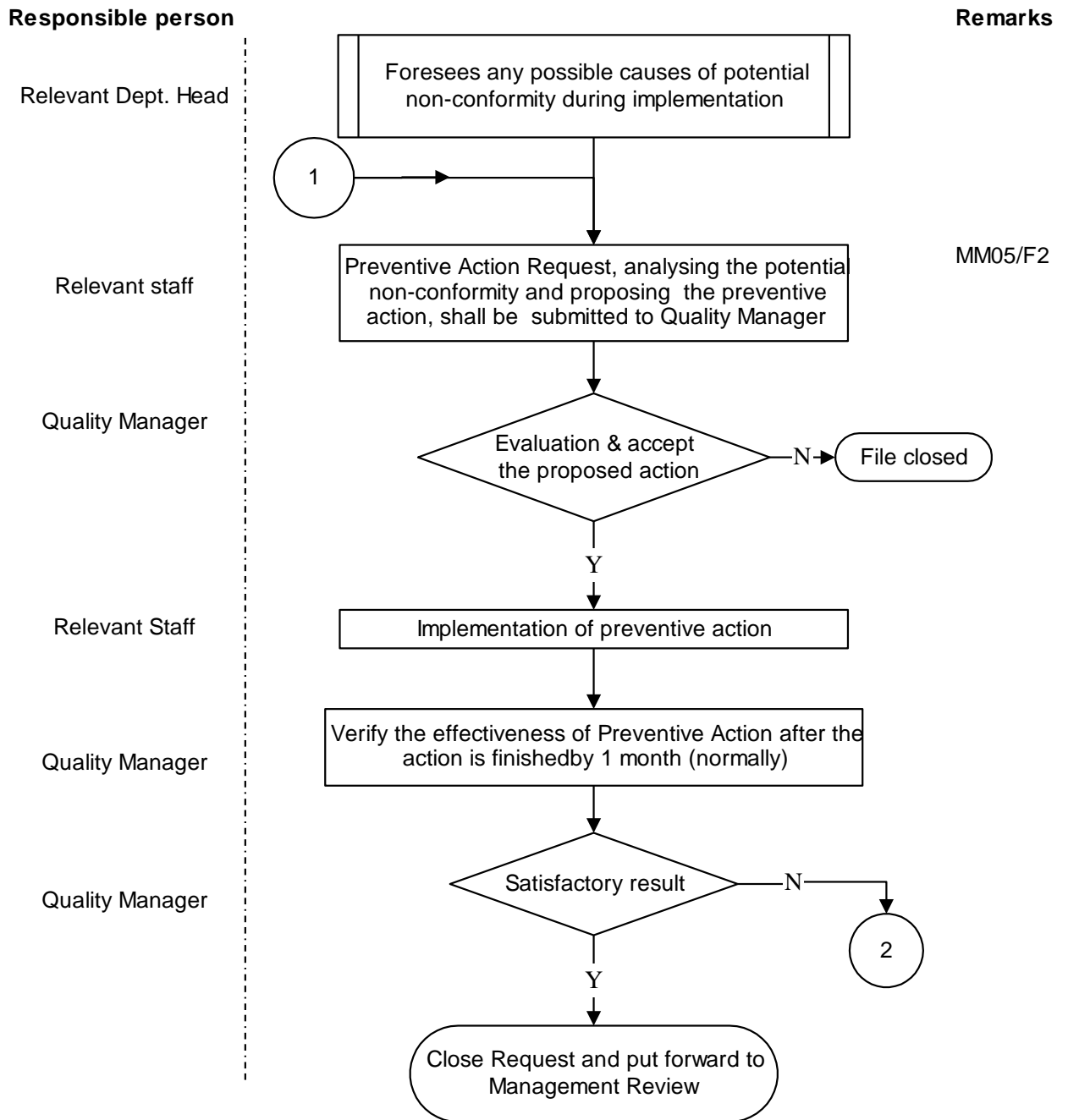
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5.0 Procedure (Flowchart)



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6.0 Remarks

Nil

7.0 Record

Record	Form No.	Responsible person	Minimum Retention Period	Filing Index
Corrective Action Report (CAR)	MM05/F1	Quality Manager	3 years	By Number
Preventive Action Request	MM05/F2		3 years	By Number