

Finding Report – IMS Form 1005

Date: / /

Auditor/Originator:

Finding:

Suggested Action:

ISO Element and/or associated Facility System Level Procedure:

Received by Facility Management System Representative:

Date _____

Initials _____

Accepted

Rejected
Reason for Rejection:

Received by C&PA Manager: Date _____ Initials _____

This shaded section to be completed by the C&PA Manager.

Nonconformity Number:

CAR Number:

PAR Number:

Nonconformity Type:

- Major
- Minor
- Observation

Received by Assignee: Date _____ Initials _____

Root Cause:

Action Taken:

Objective Evidence:

Completed by Assignee: Date _____ Initials _____

Verified by QMS Management Rep.: Date _____ Initials _____

Closed by C&PA Manager: Date _____ Initials _____

Instructions for Completing IV&V Facility Finding Report (Form 1005)

This is the primary form for logging audit findings. This form can also be used as a backup form for logging Corrective and Preventive action requests when Trackwise is not available.

This form supercedes Form 1001 and 1002.

STEP 1. AUDITOR/ORIGINATOR:

Provide the following information:

- Date - date you are completing the form
- Auditor/Originator - your name
- Finding - describe your finding specifically enough that a course of action can be determined
- Suggested Action - a suggested course of action for correcting the finding (this is optional)
- ISO Element and/or associated Facility System Level Procedure - what area of the Quality System is affected by your finding
- Forward to the QMS Management Representative as part of the audit report/directly to the C&PA Manager if this form is being used as a backup to the Trackwise system.

STEP 2. MANAGEMENT REPRESENTATIVE:

Received from auditor/originator; complete the following and forward to C&PA Manager.

- Date & Initial - indicate date received and provide initials
- Forward Audit report to Audit Manager/C&PA Manager for action

STEP 3. C&PA MANAGER:

- Transfer data into the CAR/PAR Trackwise system, using the procedure in IVV 14.
- Close Audit Report, using the Trackwise system as the active tracking system.