



Supplier Quality Management Corrective Action Plan Requirements

At such time as Supplier Quality Management (SQM) requires a supplier to develop a Corrective Action Plan (CAP) the following are to be included, as a minimum, in the supplier's CAP:

- 1. Details of quality issues/concerns/non-compliances/previous requests**
- 2. Details/findings of Root Cause Analysis**
- 3. How supplier will address each system nonconformance and any issues which allowed the nonconformance to exist**
- 4. Short term corrective actions/interim plans until long term preventive actions are in place to prevent recurrence of further quality escapes impacting affected Program(s)**
- 5. Long term corrective actions and preventive actions**
- 6. Containment plans**
- 7. Improvement expected as a result of planned actions**
- 8. Target dates for implementation of planned actions**
- 9. Responsible parties and contact information**
- 10. Completion date of plan (date after supplier completes their internal validation of effectiveness of plan)**
- 11. Schedule of planned reviews to ensure plan is being implemented as scheduled (i.e., monthly reviews, weekly reviews, etc.) - Periodic reviews should include, as a minimum:**
 - o progress made to the plan**
 - o outcome/effectivity of completed actions**
 - o metrics that track performance and effectiveness of the plan**