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:
   - progress made to the plan
   - outcome/effectivity of completed actions
   - metrics that track performance and effectiveness of the plan