



SUPPLIER CORRECTIVE ACTION REQUEST

Date _____

SCAR Number _____

Related DMR(s) _____

Issued to (supplier name) _____

1. Describe the Problem (Reason for Rejection)

2. Containment Actions (Describe the short-term/temporary actions taken to contain the problem described above i.e., prevent OTTO from receiving more of the same problem. Include dates the actions are implemented and picture/supporting documentation to help explain the actions noted).

3. Define and Verify Root Causes (Describe what caused or allowed the problem to occur and how this cause was verified to be true. What testing, evaluation, and analysis were performed that proved the cause noted in correct? Include additional documentation, pictures, etc. that help support the root cause noted).

4. Choose and Verify Corrective Action (Describe the long-term actions to be taken that resolve the problem and not cause any undesirable side effects. Include test/analysis results to support the actions described).

5. Implement Permanent Corrective Actions (Describe which management systems, operating system, practices and procedures were or will be modified to prevent recurrence of this and all similar problems. Include implementation dates so changes can be verified).

6. Verify Effectiveness of Corrective Actions (Describe what was reviewed and/or verified to confirm the actions taken have effectively eliminated the problem and prevent its recurrence. Include review and verification dates).

OTTO Comments _____

Closed Date _____

Approved by: _____