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|  | CORRECTIVE ACTION PLAN | | | | | | | | | | | | | | |  |
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|  | **PROBLEM DESCRIPTION** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Reports of errors on line #3 have risen by 13% since the previous quarter. Machine log report shows that there are more frequent alarms on the equipment. | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | **FINANCIAL IMPACT** | |  |  | **TIME IMPACT** | |  |  | **QUALITY IMPACT** | |  |  |
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|  | **ACTION STEPS** |  | **JUSTIFICATION** | | | | |  | **METHOD** | | | | | | |  |
|  | What will be done |  | Why it will be done | | | | |  | How it will be done | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | In-house seminars will be held to retrain operators on safe and proper preparation for line #3, pre-insertion guidelines, labelling process on the line, placement, monitoring, as well as complete and proper documentation.  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. |  | The seminars will serve to clarify SOPs regarding the preparation, utility, and monitoring of the equipment on the line #3. It is also intended to reinforce our standards to improve safety and lower rates of preventable errors.  Machine tending will be raised to a highest professional level. | | | | |  | Instructors Barnes, Sparrow, and Maye will convene and create a 30-minute presentation on the proper preparation of line #3, pre-insertion guidelines, labelling process, placement, and monitoring to be presented at the following intervals:  Monday, July 31 8:00 Wednesday, August 02 09:00 Thursday, August 03 10:00 Friday, August 04, 12:00 | | | | | | |  |
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|  | **PERSON RESPONSIBLE** |  | **LOCATION** | | | | |  | **DUE DATE** | | | | | | |  |
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|  | Michael Connors |  | Manufacturing Facility X | | | | |  | August 10th, 2023 | | | | | | |  |
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|  | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | Lorem Ipsum | | | | | | | | | | | | | | |  |
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