REMEDIAL ACTION FORM (See PMS-P005)

To be used only in conjunction with form PMS-F002

SECTION 1: To be completed by the responsible person(s) ***Today's Date:_____***

Remedial Action: A type of corrective action that is used when a stopgap solution is needed. This may be used until there is time for deeper analysis of a procedure or as a complete solution to a problem that is isolated or simple and does not require a process correction.

This remedial action is a: [ ] Stopgap Solution [ ] Complete Solution

Please respond to the originator within five (5) working days of receipt.

Describe the action to be taken. Use additional paper if necessary. Attach any relevant records or documents

Implementation Date of the Above Stated Action:_____

Signature: _____ **Date:_____**

After contacting the requestor with your solution, promptly return the completed forms or contact the Document Control Office (Patsy Everson-Stewart) by the required response date on the CAR form attached to this document.