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# PREVENTIVE ACTION PROCEDURE (PMS-P006)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure is applicable when data analyzed requires the need to initiate preventive action.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Management Representative, Management Review Team

## 3.0 APPROVAL AUTHORITY:

- 3.1 Management Representative

## 4.0 DEFINITIONS:

- 4.1 None required.

## 5.0 PROCEDURE:

- 5.1 Wenatchee School District will determine the action required to eliminate the causes of potential problems (nonconformities) in order to prevent their occurrence. Preventive Actions shall be appropriate to the effects of the potential problems.
- 5.2 Potential nonconformities and their causes are determined during the Management Review process during the analysis of data in reports identifying trends not acceptable to the district, or other forms of data.
- 5.3 These reports are evaluated and action required to prevent the occurrence of nonconformities is determined.
- 5.4 The action required is then implemented and documented in the Management Review Meeting minutes or attachments referenced in the minutes. These records are maintained per the Management Review Meeting procedure, PMS-P002.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Management Review Procedure, PMS-P002

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>
Per Mgmt Review Meeting minutes, see PMS-P002	See PMS-P002	See PMS-P002	See PMS-P002

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
02-Oct-01	A	Original Release

**\*\* End of procedure \*\***