

Finding Report – IMS Form 1005

Date: / /

Initiator:

Finding:

Suggested Action:

ISO Element and/or Associated IMS Procedure:

Received by IMS Representative:

Accepted

Date _____

Rejected

Initials _____

Reason for Rejection:

Received by CAR/PAR Manager:

Date _____

Initials _____

This shaded section
to be completed by
the CAR/PAR
Manager.

Nonconformity Number:

Nonconformity Type:

CAR Number:

Major

PAR Number:

Minor

Observation

Received by Assignee:

Date _____

Initials _____

Root Cause:

Action Taken:

Objective Evidence:

Completed by Assignee:

Date _____

Initials _____

Verified by IMS Representative: Date _____

Initials _____

Closed by CAR/PAR Manager: Date _____

Initials _____

Instructions for Completing Finding Report (IMS Form 1005)

This form is the backup form for logging Corrective and Preventive Action Requests (CARs/PARs) when Trackwise is not available.

STEP 1. INITIATOR:

Provide the following information:

- Date - date you are completing the form
- Initiator - your name
- Finding - describe your finding specifically enough that a course of action can be determined
- Suggested Action - a suggested course of action for correcting the finding (this is optional)
- ISO Element and/or Associated IMS Procedure - what area of IMS is affected by your finding
- Forward to the IMS Representative as part of the audit report/directly to the CAR/PAR Manager if this form is being used as a backup to the Trackwise system.

STEP 2. IMS REPRESENTATIVE:

Received from Initiator; complete the following and forward to CAR/PAR Manager:

- Date & Initial - indicate date received and provide initials

STEP 3. CAR/PAR MANAGER:

Transfer data into the CAR/PAR Trackwise system, using the procedure in IVV 14, *Corrective and Preventive Action*.