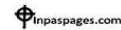


Preventive Action Report Sheet



Report No. : AKR-2012-016
 Date : 16-08-2012
 Department : Production
 Reported By : A.Kumar
 Reference No. (Audit/Process/Customer) : INT-AUD/012
 Reviewed By : Quality Manager

1	Description of Potential Non-Conformity	Source (Audit / Inspection / Complaint / Observation)	Risk Level (High/Medium/Low)
	Frequent machine downtime observed due to improper lubrication schedule	Internal Audit Observation	High

2	Root Cause (Why-Why Analysis / Fishbone)	Method Used for Analysis	Verified By
	Lack of preventive maintenance planning → No proper lubrication log maintained → Operators not trained on lubrication SOP	5-Why Analysis	Maintenance Head

3	Sr No.	Proposed Action	Responsibility	Resources Required	Target Date	Status (Open/Closed)
	1	Create a lubrication schedule and checklist for all machines	Maintenance Engineer	Checklist Format, Board	25-08-2012	Open
	2	Train operators on lubrication SOP	Production Supervisor	Training Materials	28-08-2012	Open
	3	Implement daily lubrication log sheet signed by shift in-charge	Production Manager	Log Sheet Register	01/09/2012	Open

4	Implementation Details	Verified By	Date	Effectiveness Check (Yes/No)	Remarks
	Lubrication checklist created and displayed near machines	Quality Officer	27-08-2012	Yes	Checklist being used daily
	Operators trained on SOP	HR Manager	29-08-2012	Yes	Training attendance recorded
	Daily lubrication log sheet in use	Quality Manager	05/09/2012	Yes	Reduced downtime observed

5	Document No.	Title	Revision No.	Updated By	Date
	SOP-PM-04	Machine Lubrication SOP	Rev. 2	Document Controller	30-08-2012

6	Implementation Verified By	Date	Sign	Effectiveness Verified By	Date	Sign
	Maintenance Head	01/09/2012	[Sign]	Quality Manager	10/09/2012	[Sign]