The information contained in this document is confidential to [click or tap here to enter laboratory name].

Only include audit details if this resulted from an audit – otherwise just specify the date this PAR was created and the name of the originator.

Audit Type: ☐ Internal Audit ☐ External Audit Date Created:
Audit Number: Created By:
Auditor Name:
Audit Date:

Potential Problem Description:

Use this section to describe the problem. A good problem description specifically references a standard, quality policy, procedure, work instruction that is not being met.

Problem Containment:

Describe the short-term countermeasures that can be implemented to prevent the problem from spreading or getting worse. This should not be the same as the final corrective action.

Date:	Participants:

Root Cause Analysis:

Use the 5 why approach. Consider why the problem occurred and then, why it passed through the system.

Date:	Participants:

Preventive Action Taken:

Identify the changes that were made to prevent the potential problem.

Date:	Participants: